



# *Resident's Maintenance/Repair Request*

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments (including best time to make repairs): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

\_\_\_\_\_

Resident

## FOR MANAGEMENT USE ONLY

Work done: \_\_\_\_\_

Time spent: \_\_\_\_\_ Hours Date completed: \_\_\_\_\_ 19 \_\_\_\_\_

Unable to complete on \_\_\_\_\_, 19 \_\_\_\_\_. because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Landlord/Manager