



Maintenance/Repair Request

Resident Name: _____
Date: _____
Address: _____
Telephone #: _____

Problem (be as specific as possible):

Best time to make repairs:

Other comments:

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: _____ By: _____
Unable to complete on _____ because: _____

Notes and comments: _____

Date

Manager