

Resident's Maintenance/Repair Request

Date: _____

Address: _____

Resident's name: _____

Phone (home): _____ Phone (work): _____

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

Date Received in Office: _____ By: _____

Reported repair request to: _____ Date: _____

Date completed: _____ By: _____

Unable to complete on: _____, because: _____

Notes and comments: _____

Date

Landlord/Resident Manager