

Maintenance Request

Property Name: _____ Date of Request: _____

Address: _____ Unit Number: _____

Resident(s) Name: _____ Phone Number: _____

Maintenance Requested:

___ Appliance ___ Heating ___ Doors/Windows

___ Plumbing ___ Electric ___ Other

Description of Maintenance Requested

Acknowledgement:

Resident recognizes that this written request authorizes the landlord or the landlord's agents to enter the premise without notice at reasonable times to perform the repairs or maintenance listed above.

Printed Name	Signature	Date
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Maintenance Response (Office Use Only):

Date work Performed: _____

Description of Work Performed: _____

Manager (name)	Signature	Date
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