



MAINTENANCE REQUEST FORM

DATE: _____

UNIT ADDRESS: _____

TENANT(S) NAME: _____

ALL PHONE NUMBERS: _____

EMAIL ADDRESS(S): _____

PERMISSION TO ENTER? YES: _____ NO: _____

If the maintenance requested is considered an emergency – i.e. leaking water or any other problem that could be damaging to the property and/or safety of the tenants, we will require permission to enter your unit.

If you require a phone call before repairmen enter your unit or you need to be present, please mark "NO" above. If you choose to mark "NO", it will most likely take longer to get the maintenance request completed. If our attempts to contact you are unsuccessful, we will post a 24-hour notice of inspection/maintenance so that we are able to complete the maintenance request.

Please make sure that you have removed all of your belongings around the area requiring repair.

MAINTENANCE PROBLEM (BE SPECIFIC): _____

Tenant Signature: _____

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FOR OFFICE USE ONLY

Roto-Rooter Notice
Garbage Disposal Notice
Light Bulb Notice

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Work assigned to: _____ Date: _____ Completed: _____

Work assigned to: _____ Date: _____ Completed: _____

Work assigned to: _____ Date: _____ Completed: _____

Work assigned to: _____ Date: _____ Completed: _____

Notes: _____

