

# **REPAIR ORDER**

Date and Time I (We) called the **Landlord** at **(847) 864-4666** to report problem in my (our) apartment:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Detailed description of problem in my (our) apartment that needs repair:

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I (We) have reported said problem that needs repair, and I (We) authorize said work to be done in my (our) apartment. **If said problem is due to my (our) negligence, in any manner, then I am (We are) aware that I (We) will be responsible for any and all costs related to said repair.**

\_\_\_\_\_  
Address and Apartment #

\_\_\_\_\_  
Tenant(s) signature

\_\_\_\_\_  
Today's date

I (We) have repaired said problem that was reported by tenant(s), and said problem has been resolved to the best of my (our) knowledge.

Description of repairs completed in above apartment:

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Amount of Time for Repair:

<b>HOURS</b>
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\_\_\_\_\_  
Maintenance worker(s) signature

\_\_\_\_\_  
Today's date