

RESIDENT'S MAINTENANCE / REPAIR REQUEST

(RETURN COMPLETED FORM TO YOUR RESIDENT MANAGER)

Resident Name: _____

Address: _____ Apt. #: _____

PROBLEM you would like to have addressed: (Please be as specific as possible)

_____ Leaky faucet (kitchen, bath, other) _____

_____ Toilet running/clogged (which?) _____

_____ Leaky/slow drains (kitchen, bath, other) _____

_____ Heater or air conditioner _____

_____ Roof leak (which room?) _____

_____ Major Appliance (which one?) _____

_____ Garbage disposal _____

_____ Smoke detector _____

_____ Door (which door?) _____

_____ Lock (which lock?) _____

_____ Other: _____

COMMENTS: _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

Best Phone Number to Reach You at: _____

Date: _____ Time: _____

Resident's Signature

FOR MANAGEMENT USE

Work done: _____

Time spent: _____ Date completed: _____

Unable to complete on : _____ because: _____

Date: _____ Manager's Signature: _____