

MAINTENANCE AND REPAIR REQUEST

Date: _____

Address: _____ Apt. No. _____

Resident's Name: _____

Phone (Home): _____ Phone (Work): _____

Request: _____

Comments (including best time to make repairs): _____

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: _____ Received by: _____

Date work ordered: _____ Vendor: _____

Work Done: _____

Date completed: _____

Unable to complete because: _____

Comments: _____

Date

Owner/Manager

UNAUTHORIZED USE PROHIBITED
For Members Only
Approved Form #23.0
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