



Maintenance & Repair Request

Property Name: _____ Date: _____

Tenant: _____

Unit#: _____ Telephone#: _____

Nature of the Problem (s) & Cause (If known)

1. _____
2. _____
3. _____
4. _____

I hereby authorize the manager or their service personnel to enter my unit to repair or replace the above items if I am unable to be present. I understand that if the above repairs and/or damage were due to my neglect or abuse, I will be responsible for any charges for the time and materials.

Resident/ Tenant Signature

Time Started: _____ Time Ended: _____ Time for Materials: _____

Problem Found: _____

Refer to: (outside contractor) _____

Date Work Completed: _____ By: _____

Work Satisfactory Completed: _____

Resident's Signature

Manager's Signature

Remarks: Charge to Resident **Yes** **No**

The time the job began and ended MUST be completed. Resident's must sign for work

