

MAINTENANCE REPAIR REQUEST

Tech _____

DATE: _____ PROPERTY NAME AND NUMBER _____ W/O _____

RESIDENT NAME(S) _____
UNIT _____
NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER: _____

EXACT NATURE OF PROBLEM, BE SPECIFIC

TENANT RECOGNIZES THAT THIS WRITTEN REQUEST AUTHORIZES THE LANDLORD OR THE LANDLORD'S AGENTS TO ENTER THE PREMISES WITHOUT NOTICE AT REASONABLE TIMES FOR A MINIMUM OF SEVEN (7) DAYS OR UNTIL REPAIRS/MAINTENANCE ARE COMPLETED WHICHEVER IS LESS. IN THE EVENT REPAIRS/MAINTENANCE ARE IN PROGRESS AND THE LANDLORD IS MAKING REASONABLE EFFORT TO COMPLETE THE REPAIRS/MAINTENANCE, TENANT HEREBY AUTHORIZES ENTRY AT REASONABLE TIMES IN EXCESS OF SEVEN DAYS UNTIL SUCH REPAIRS/MAINTENANCE ARE COMPLETED.

X _____
SIGNATURE OF TENANT

X _____
AND OR MANAGEMENT

PHONE REQUEST

DATE: _____

TIME: _____

X _____
SIGNATURE OF MANAGEMENT

REPAIRS/MAINTENANCE FINDINGS

MAINTENANCE TECHNICIAN _____

DATE WORK COMPLETED: _____ TIME IN _____ Time Out _____ Total Hrs _____

MATERIAL COST BE SPECIFIC:

Quantity	Item	Cost

COMMENTS: _____

