

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

Please see attached itemized list.

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

PHONE REQUEST

X _____

AND OR MANAGEMENT

DATE: _____

TIME: _____

X _____

SIGNATURE OF MANAGEMENT

IF REPAIRS EXCEED \$ _____ OR _____ HOURS

PLEASE NOTIFY _____

PM

REPAIRS/MAINTENANCE FINDINGS

MAINTENANCE TECHNICIAN _____

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

MATERIAL COST BE SPECIFIC:

Quantity	Item	Cost

COMMENTS: _____

