MAINTENANCE AND REPAIR REQUEST

Address: _____ Unit No._____

City: _____ CA, Zip:_____

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 Signature Date

FOR MANAGEMENT USE ONLY

Date Received: _____ Received by:_____

Data work ordered: _____ Vendor: _____

Work Done: _____

_____

Date completed: _____

Unable to complete because: _____

_____

Comments: _____

_____

_____

_____ _____

Owner/Agent Signature Date