

Resident's Maintenance/Repair Request

Date: _____

Address: _____

Resident's Name: _____

Phone (home): _____ Phone (work): _____

Problem: _____

Best time to make repairs: _____

Comments : _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

Resident

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FOR MANAGEMENT USE

Work done: _____

Time spent: _____ hours

Date completed: _____, 20____

Unable to complete on _____, 20____, because: _____

Notes and comments: _____

Date

Landlord/Manager

