

**Resident's Maintenance/Repair Request
(Fill out and return)**

Date: _____

Address: _____

Resident's Name: _____

Phone (home): _____

Phone (work): _____

Problem (be as specific as possible): _____

Best time to make repairs: _____

Other comments: _____

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

Resident: _____

FOR MANAGEMENT USE

Work done: _____

Time spent: _____ hours

Date completed: _____, _____

Unable to complete on _____, _____ because: _____

Notes and comments: _____

Landlord/Manager: _____

Date: _____