

# 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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_