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RESIDENT'S MAINTENANCE OR REPAIR REQUEST

DATE of REQUEST: _____, 20____

ADDRESS: _____
(Apt. No.) (Street Address)

RESIDENT'S NAME: _____

TELEPHONE: _____ ALT. TELEPHONE: _____

E-MAIL: _____

PROBLEM: _____

COMMENTS: _____

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

(Tenant Signature) Date: _____

FOR MANAGEMENT USE ONLY

WORK DONE: _____

TIME SPENT: _____ Hours DATE COMPLETED: _____ 20____

UNABLE TO COMPLETE ON _____, 20____ because: _____
