

Maintenance Request:

Resident: _____

Unit: _____

Home Phone: _____ Work Phone: _____

Date of Request: _____ Time: _____

Maintenance Requested: _____

Preferred Date and Time: _____

Request Submitted By (Signature): _____

Work Order:

Work Order Number: _____ Status: _____

Work Authorized By: _____

Date work begun: _____ Date Work Completed: _____

Work Completed: _____

Materials Used: _____

Costs: (Labor) _____ (Materials) _____ TOTAL _____

Percentage Charged to Resident: _____

Work Performed By (Signature): _____

Tenant Notice:

We entered your unit today for necessary or requested repairs, maintenance and/or inspections.

The work is/was: _____

Incomplete work, if any, resulted from a lack of the following:

_____ tools _____ parts _____ time _____ assistance.

We expect to return on or about _____.

Thank-you for your cooperation.

Date: _____ Signature: _____