 **MAINTENANCE & REPAIR REQUEST**

Date: Click here to enter text.Property:Choose an item.

Resident Name/Names: Click here to enter text.

Unit Number: Click here to enter text. Street Address: Click here to enter text.

**Contact Info**

Phone: Click here to enter text. Best Time: Click here to enter text.

Email: Click here to enter text.

**Entry Concerns**

Minors: Yes [ ]  No [ ]

Service Animals: Yes [ ]  No [ ]

 If yes, number and type: Click here to enter text.

Other entry concerns: Click here to enter text.

**Type of Maintenance or Repair Needed**

Heating [ ]  Appliance [ ]  Doors/Windows [ ]  Plumbing [ ]  Other [ ]  Click here to enter text.

Exact nature of the problem and cause (if known). Be specific.

Click here to enter text.

Resident agrees that this written request authorizes Owner/Agent to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless the repairs/maintenance are completed.

By signing this request, resident also agrees that Owner/Agent’s staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by the resident under this Maintenance & Repair Request, a new notice of entry will be given for the new repair work.

Resident electronic signature: Click here to enter text. Date: Click here to enter text.

**Owner/Agent Response**

The repairs/maintenance requested above were performed on: Click here to enter text. By: Click here to enter text.

The following work was completed:

[ ] Smoke alarms checked [ ] Carbon monoxide alarms checked Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Agent signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_