

Tenant's Maintenance Request

Maintenance Request Number _____

Date

Name

Street address

Unit number, if any

City/state/zip code

Home phone

Work or alternate phone

Service Requested (Describe very specifically):

Best time to perform service (Day and time):

Authorization: Owner/Agent/Service personnel are authorized to enter rental unit if Tenant is not present unless specific instructions have been given in advance to the contrary.

Signature of Tenant

If verbal approval received, given by: _____. Received by: _____

Report of action taken

____ Completed, by _____ (Upon completion- describe problem/work done/materials used)

____ Unable to complete on _____, because _____

____ Outside professional assistance required, because _____

____ Will return to complete on _____

____ Tenant has been notified of delay and agreed to allow repair on _____

Charge cost to Tenant: _____ Yes _____ No If Yes, Reason _____

Comments: _____

Received: _____

Date

Owner/Agent