

MAINTENANCE AND REPAIR REQUEST

Door was answered by _____ at _____

Property Name _____

Address _____

Unit# _____ Date _____

City _____

State _____

Zip _____

Phone # _____ am _____ pm

Tenants Name _____

Best time to reach

TYPE OF MAINTENANCE NEEDED

Heating Appliance I have mold Doors/Windows Plumbing Electric Flooring

Exact nature of problem and cause (if known) BE SPECIFIC! _____

Resident acknowledges that this written request authorizes the landlord or the landlord’s agents to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after 7 days unless the repairs/maintenance are in progress and the landlord is making reasonable effort to complete the repairs/maintenance, in which event tenant authorizes entry at reasonable times in excess of seven days until such repairs/maintenance are completed

Smoke Alarms are working I have no mold Everything else is in good working order

Signature of Tenant

MANAGERS RESPONSE

Repairs/maintenance requested above were performed on _____

Entry was made by Tenant answered door Key was used

The following work was completed _____

TO BE FILLED OUT BY MAINTENANCE:

Smoke alarms checked and in working order

Checked and found no mold

Found mold and initiated the following corrective action:

Owner/agent

Date

Resident

Date

Confirmed by

Date