

## RESIDENT MAINTENANCE REQUEST

Date of Submission: \_\_\_\_\_ Time: \_\_\_\_\_

Resident(s) Name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ (please provide the best number to reach you and an alternate number)

Alternate Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**By completing this form, I request, and give my permission for the appropriate maintenance technician to enter my residence to repair the item(s) listed below.**

Do you have a pet or other reason we cannot enter alone to perform the requested items?  Yes  No

If yes, please explain: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Time: \_\_\_\_\_ (please give us at least 2 days advanced notice)

Please describe in detail the items to be considered.

1.	
2.	
3.	
4.	
5.	

**Please familiarize yourself with the terms of your lease, items that are your responsibility will be charged back to the resident.  
Unnecessary maintenance requests may also be charged back to the resident.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

**For Property Management Use:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Maintenance/Provider scheduled to come out on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Repair Completed: \_\_\_\_\_ Property Manager Signature \_\_\_\_\_