

RESIDENT SELF PERFORMED MAINTENANCE/IMPROVEMENT 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: _____

I request permission to perform the following repairs to my leased premises myself. I understand that, if approved, all items must be performed in a professional manner and meet the standards acceptable to the property manager. Additionally, I acknowledge that all items requiring a licensed technician, including but not limited to electrical work, will be performed by a licensed tradesman.

Please describe in detail the items to be considered.

1.	
2.	
3.	
4.	
5.	

Resident Signature

Resident Signature

Property Manager Action

Approved: _____ Denied: _____

Property Manager Signature

Property Manager (printed first and last name)

Date Received: _____