

MAINTENANCE/REPAIR REQUEST FORM

*All maintenance/repair requests must be in writing and delivered to the Office or to an authorized company representative. Your property manager or our office staff will review this form and contact you as soon as possible to discuss the request. This form must be completed each time something in your home needs repair or replacement. **No work will be done until this form is received by our office.***

Date: _____ Phone #: _____

Name: _____ Address: _____

- I am renting this property.
- I am purchasing this property and this request is for work **covered** under warranty.
- I am purchasing this property and this request is for work **not covered** under warranty.
- If I am responsible for any material or labor cost for this request, please alert me before the work is performed if the estimated cost is greater than \$_____.

	Problem/Work Required	# Hours	Materials Used
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

I give permission to enter my home and make the necessary repairs if I am not present. yes no

Resident's Printed Name Resident's Signature

The above maintenance/repairs have been performed satisfactorily.

Resident's Signature Date

FOR OFFICE USE

Notes: _____

Date Completed: _____ Completed by: _____

Assigned to: _____ Logged by: _____