

**Maintenance Request**

Property Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Nature of Problem in the Unit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Tenant Requested Maintenance**

- I give my permission for Management and/or contractors to enter my unit to evaluate and address the above referenced problem.

Signature of Tenant \_\_\_\_\_

Or

\_\_\_\_\_ By my initials I hereby verify that this request was taken by phone. During my conversation with resident he/she was notified that the unit will be entered for the requested repairs.

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**Management Required Maintenance**

- During a recent inspection of the unit by management it was noted that the above listed item requires attention. Please be advised that management and/or contractors will be entering your unit to evaluate and address the above referenced item.

\_\_\_\_\_ By my initials, I as the site Manager, verify that the occupant has been provided with a copy of this notice on the date referenced above.

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**Assignment of Work Order**

Work Order # \_\_\_\_\_

Assigned to: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Description of completed work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Work is 100% Complete:  Yes  No Follow up visit will be required:  Yes  No

Comments to Tenant:  
\_\_\_\_\_  
\_\_\_\_\_