



## MAINTENANCE REQUEST FORM

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tenant: \_\_\_\_\_

Phone: \_\_\_\_\_

Problem (Be specific): \_\_\_\_\_

\_\_\_\_\_

How long in this condition? \_\_\_\_\_

Time and day we can inspect: \_\_\_\_\_

Can we enter if you are not there? \_\_\_\_\_

### DO NOT WRITE BELOW THIS LINE

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#### Office Use Only

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

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Completed \_\_\_\_\_ By: \_\_\_\_\_

What was repaired: \_\_\_\_\_

Labor Cost: \_\_\_\_\_ Material Cost: \_\_\_\_\_

Total: \_\_\_\_\_