



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

Office Use Only

Date Received: _____ By: _____

Action Taken: _____

Date Completed _____ By: _____

What was repaired: _____

Labor Cost: _____ Material Cost: _____

Total: _____