

Maintenance & Repair Request

Date _____ **Property Name(If applicable)** _____
Resident(s) Name(s) _____
Address _____ **Unit #** _____
City _____ **Contact#** _____

Repair or Maintenance Requested

Please be Specific: _____

Authorized Entry

By signature affixed, resident authorizes the landlord or the landlord's agents to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after 7 days unless the repairs/maintenance are in progress. Landlord or landlord's agents will contact resident for extension of entry notice if repairs/maintenance exceed the 7 days.

Signature of Resident _____

Unauthorized Entry

Residents requests that Landlord or Landlord's agent contact them at the number listed below for authorization to enter. Resident recognizes that repair/maintenance may be delayed due to unauthorized entry.

Signature of Resident _____
Contact Telephone _____

Agent's Response

The repairs/maintenance requested above were performed on _____
The above work was completed and satisfactory to the best of agent's knowledge. Copy of request to tenant file on _____
Work was not completed due to the following reasons _____

Follow-up action taken on _____ Comments _____
