



## MAINTENANCE REQUEST

DATE: \_\_\_\_\_ BUILDING: \_\_\_\_\_ APT: \_\_\_\_\_

NAME: \_\_\_\_\_ CONTACT PHONE NO: \_\_\_\_\_

Permission to enter if you are not home: YES \_\_\_\_\_ NO \_\_\_\_\_ If you want to be present when the work is completed, we will try to accommodate you, but we cannot be time specific. It must be either in the AM, 9-12, or PM 1-4. If we attempt to enter your apartment at an agreed upon time and you are not available, we will send a 24 hour notice to enter, and we will enter the apartment to fix your Maintenance Request, with or without you being present. We reserve the right to change the date or time of entry at any time.

WORK REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be as specific as possible. For example, if you have a broken or inoperable range, is it the burner(s) or the oven, and if it is the burner then tell us which one (rear left or right front). If your toilet is leaking and you have more than one, then please specify which one.

We will not do work in the apartment if minors are present without adult supervision.

Please sign: \_\_\_\_\_

Received in office: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Work order written by: \_\_\_\_\_