



Maintenance and Repair Service Request

Date: _____ Name: _____

Unit Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Contact Phone: _____

Email: _____

Repair or Maintenance Requested (*please be specific*):

AUTHORIZED ENTRY:

By Signature affixed, resident authorizes the landlord or the landlord's agent to enter the premises without notice at reasonable times to perform the repairs/maintenance.

Tenant Signature: _____

UNAUTHORIZED ENTRY:

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

Tenant Signature: _____

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.

Work was not completed due to the following reasons: _____

Follow up action required: _____

Date: _____ Agents Signature: _____

