

Maintenance Request Form

	Work order #:	

REQUEST FOR MAINTENANCE/REPAIRS/SERVICE (tenants to fill in highlighted areas only)

Address:	
Unit:	
Time:	
Date:	
Name:	
Home Tel #:	
Email:	

NATURE OF WORK REQUESTED:

Permission is hereby given to the management or his agent to enter the above-mentioned apartment suite. It is agreed that if the repair work to be done has been caused by the tenant's negligence or misuse, the tenant agrees to pay the cost of repairs to the appropriate owner(s) within ten days.

	Note: Occupants NOT listed with the office do not have signing authority for the unit. Completion of the work order does not signify the managements' acceptance of a non-registered occupant.
Tenant(s) Signature	

FOR OFFICE USE ONLY

PARTS & MATERIALS USED / BRIEF DESCRIPTION OF WORK COMPLETED:

If applicable, please record:

Model NO:	
Serial NO:	

FOR MAINTENANCE STAFF

Complete by:	Date:	Time IN:	Time OUT:

End of Form