

Resident Maintenance Request Report

In order to systematically attend to maintenance requests on the unit, you must use this form **only**. Unfortunately, we cannot recognize telephone calls, other verbal requests, or requests on different forms, **other than emergencies**. Please fill out the Resident's Report section below. You must deliver this report to the designated Owner/Agent's representative in person. He or she will sign the Acknowledgment of Receipt at that time and will provide you with a copy.

Resident's name: _____

Resident's address: _____

Work phone: _____ Home phone: _____

No.	Description of maintenance request	Location in Unit	Date first observed
1.			
2.			

Permission to enter in your absence: Yes _____ No _____

Resident's Signature Date

Manager's Signature Date

Original: Manager

Duplicate: Resident