

# Maintenance Request Form

<b>Today's Date:</b>		<b>Phone #:</b>	
<b>Name of Member:</b>			
<b>Do we have permission to enter your unit if you are not home to complete the necessary repair(s)?</b>	No	Yes	
<b>Please sign:</b>	taken by (staff initial)		
<p><b>* If this repair request is not signed, repairs will not be done. Understand that damage caused to the rental property by me, my guest or another person living in my apartment will be charged to me.</b></p>			

BATHROOM	KITCHEN
Issue Description	Issue Description
Sink	Fridge
Bathtub	Freezer
Toilet	Stove Burners
Exhaust fan	Oven
Flooring	Electrical plugs
Light Switch	Light Fixture
Door	Light Switch
Light Fixture	Over Stove fan
Electrical plugs	BEDROOM
LIVINGROOM	Electrical plugs
Electrical plugs	Light Fixture
Light Fixture	Light Fixture
UNIT	BASEMENT
Screens	Basement fan
Doors	Drain
Windows	Light Fixture
Locks	Sump Pump
Power	Other - Please Explain
Furnace- Heat	

**FOR MAINTENANCE & OFFICE USE ONLY:**

**Action Taken by Maintenance:**

<b>Action Completed by :</b>	<b>Date Completed:</b>