

MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be in writing and delivered to the landlord's address stated on the lease.

DATE: _____ TIME: _____

NAME: _____

ADDRESS: _____

PROBLEM/WORK REQUIRED: _____

I give permission to the landlord or its subcontractors to enter my apartment and make the necessary repairs if I am not present.

Tenant's Signature: _____

The above maintenance/repairs have been performed satisfactorily.

_____/ /
Tenant's Signature Date

FOR OFFICE USE

Work Performed: _____

Date and Time Completed: _____

Comments: _____

Completed By: _____

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