

# 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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