

Maintenance Request Form

Today's Date:		Phone #:	
Name of Member:		Unit #:	
Do we have permission to enter your unit if you are not home to complete the necessary repair(s)?			No Yes
Please sign:	_____ taken by (staff initial)		
<p>* 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.</p>			

BATHROOM	Issue Description
Sink	
Bathtub	
Toilet	
Exhaust fan	
Flooring	
Light Switch	
Door	
Light Fixture	
Electrical plugs	
LIVINGROOM	
Electrical plugs	
Light Fixture	
UNIT	
Screens	
Doors	
Windows	
Locks	
Power	
Furnace- Heat	

KITCHEN	Issue Description
Fridge	
Freezer	
Stove Burners	
Oven	
Electrical plugs	
Light Fixture	
Light Switch	
Over Stove fan	
BEDROOM	
Electrical plugs	
Light Fixture	
BASEMENT	
Basement fan	
Drain	
Light Fixture	
Sump Pump	
	Other –Please Explain

FOR MAINTENANCE & OFFICE USE ONLY:	
Action Taken by Maintenance:	
Action Completed by :	Date Completed: