

MAINTENANCE AND REPAIR REQUEST

Date: _____

Address: _____ Apt No. _____

Resident's Name: _____

Phone (Home): _____ Phone (Work): _____

Request: _____

Comments (including best time to make repairs): _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

Resident

FOR MANAGEMENT USE ONLY	
Date Received: _____	Received By: _____
Date work ordered: _____	Vendor: _____
Work Done: _____	

Date completed: _____	
Unable to complete because: _____	

Comments: _____	

_____	_____
Date	Landlord

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Apartment Association,
California Southern Cities
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