



REAL ESTATE & PROPERTY MANAGEMENT

Maintenance/Service Request

Tenant Name(s) _____
Address: _____ Apt. # _____
Daytime Phone: _____ Evening Phone: _____

Service Requested: (Please describe the maintenance problem)

When may we enter unit?
 Anytime
 At a specific Time: _____
 Please call for an appointment

Authorization: Management/Service person(s)/Owner may enter if Tenant(s) are not home unless instructions have been given to the contrary.

Tenant's signature Approval given by

Instructions for service personnel:

Service Action Taken (Upon completion, describe problem, work done and materials used)
Time spent completing request: _____ Date Completed: _____
Unable to repair problem because:

Service Person's Signature Date:

Chargeable Costs: