

MAINTENANCE REQUEST

Date:

Address:

Tenant:

Phone (Home):

Problem (Be specific):

How long in this condition?

Time and day we can inspect:

Can we enter if you are not there?

DO NOT WRITE BELOW THIS LINE

Office Use Only

Date Received _____ By:

Action Taken:

Date Completed _____ By:

What was done:

Labor Cost: _____ Materials

Total