

# 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