Maintenance Request

Unit # _____ Name of person submitting request _____ Owner ___ Tenant ___

So we can reach you to arrange repairs — daytime phone: _____ evening phone: _____

Describe in detail your maintenance request or problem _____

_____

_____

_____

Date submitted _____ Officer/board member who received request _____

Date approved _____ President's authorization _____

Date repair was made _____ Contractor _____

Comments or concerns with repair job _____

_____