



REQUEST FOR MAINTENANCE/WORK ORDER

Project Name

Date Requested

Tenant Name (please print)

Unit Number

Attn: Maintenance Department

Please be advised of the following problem in my apartment:

You have my permission to enter the unit to make the necessary repairs.

Signature of Tenant

Description of work completed _____

Total hours: _____ Date Started: _____ Date Completed: _____

Tenant Acknowledgement of Completed Work _____
Date

Maintenance performed by _____
Date

Resident Manager Approval _____
Date

MANAGER PLEASE CHECK ONE:

- TENANT DAMAGE NORMAL WEAR & TEAR MOVE-OUT
 GROUNDS SNOW REMOVAL