

# MAINTENANCE REQUEST



**Order No.:** \_\_\_\_\_

<b>Resident's Name:</b>	<b>Date:</b>	<b>Home Tel:</b>
<b>Resident's Address:</b>	<b>Suite #:</b>	<b>Bus. Tel:</b>

**Request Description:**

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**Resident's Consent:** I wish to have the above maintenance attended to and I hereby authorize the landlord to enter my suite. Should it be necessary to use a service agency other than the landlord or should more than one visit be required for correction, I also authorize my consent.

Resident Signature: \_\_\_\_\_

## SERVICE REPORT

<b>Description of Work:</b>	<b>Date Request Received:</b>

<input type="checkbox"/> <b>In-House Work Required</b>	<b>Materials Used:</b>	<b>Material Cost:</b>
<input type="checkbox"/> <b>Trades Person Required</b>	<b>Company Name:</b>	<b>Purchase Order #:</b>
	<b>Company Name:</b>	<b>Purchase Order #:</b>

**Date Work Completed:** \_\_\_\_\_ **Building Manager's Signature:** \_\_\_\_\_