



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_

RESIDENT NAME(S) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BEST WAY TO CONTACT ME: PHONE SAMPLE TIMES: SAMPLE TO SAMPLE  
SAMPLE

EMAIL SAMPLE

**SAMPLE SAMPLE** **SAMPLE**  
ENTRY CONCERNS: **MINORS**  YES  NO **ANIMALS**  YES  NO IF YES, NUMBER & TYPE SAMPLE

**SAMPLE** **OTHER ENTRY CONCERNS** SAMPLE

**TYPE OF MAINTENANCE OR REPAIR NEEDED:**

Heating  Appliance  Doors / Windows  Plumbing  Electric  Other SAMPLE

Exact nature of problem and cause (if known). **Be SPECIFIC!**  
SAMPLE

Resident agrees that this written request authorizes Owner/Agent to enter the Premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless the repairs/maintenance are in progress and Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event Resident authorizes entry at reasonable times in excess of seven (7) days until such repairs/maintenance are completed.

By signing this request, Resident also agrees that Owner/Agent's staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by Resident under this Maintenance & Repair Request, a new notice of entry will be given for the new repair work.

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE  
RESIDENT  SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE  
SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

**OWNER/AGENT'S RESPONSE: SAMPLE**

The repairs/maintenance requested above were performed on: SAMPLE by: SAMPLE

The following work was completed:  
SAMPLE

Smoke Alarm(s) checked Date SAMPLE  Carbon Monoxide Alarm(s) checked (if applicable) Date SAMPLE

OWNER/AGENT  \_\_\_\_\_ DATE \_\_\_\_\_