

MAINTENANCE REQUEST AND ACTION REPORT**PROPERTY:** _____ **WORK ORDER #** _____**SECTION I For Tenant or Resident Manager Use**

LOCATION:	AUTHORIZATION:	TENANT INSTRUCTIONS:									
Apartment # OR Common Area Description:	Tenant Name: Contact Telephone #'s: Person Making Request:	<table border="0"> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>▪ 24 Hour Notice is required for apartment entry</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▪ Maintenance Personnel must be accompanied</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Yes	No	▪ 24 Hour Notice is required for apartment entry	<input type="checkbox"/>	<input type="checkbox"/>	▪ Maintenance Personnel must be accompanied	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No									
▪ 24 Hour Notice is required for apartment entry	<input type="checkbox"/>	<input type="checkbox"/>									
▪ Maintenance Personnel must be accompanied	<input type="checkbox"/>	<input type="checkbox"/>									
DESCRIBE PROBLEM:	SPECIAL INSTRUCTIONS:										

 TENANT SIGNATURE (if request is made in writing): _____ Date: _____**SECTION II For Resident Manager Use (Special Circumstances)**

<input type="checkbox"/> Outside Contractor Work Approved: Name of Contractor: _____		
24 Hour Notice Posted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Date: _____	Time: _____
Tenant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No	72 Hour Exceptions:	<input type="checkbox"/> Periodic Inspections <input type="checkbox"/> Shared Maintenance Staff

SECTION III (Section III to be completed by Maintenance Technician)

<input type="checkbox"/> Maintenance Tech At Work Sign posted	Describe Repairs Made:	
TIME LINE	DATE	ADDITIONAL NOTES:
Request Received:		
Repairs Started:		
Repairs Completed:		
Hours Worked:		

Certification of Action Taken: By signing below, we certify that the above information is true and correct and that the work has been completed as described in a good and workmanlike manner.

Maintenance Technician: _____ Date: _____

Resident Manager: _____ Date: _____