

MAINTENANCE REQUEST

Instructions for Residents

Residents may request repairs in writing or verbally. To make a request in writing, use a *Maintenance Request and Action Report Form (#RM 7)*.

Complete only Section I by providing the following information:

1. Location: Enter the Unit #.
2. Authorization:
 - a) Enter name and contact telephone numbers;
 - b) Check the Box indicating “Tenant Written Request”;
 - c) Indicate if you want maintenance personnel accompanied when repairs are made; and also
 - d) Indicate if you need a 24-hour notice.
3. Special Instructions: Indicate any special information about your family’s needs that would be important to the persons completing the work.
4. Describe the problem you are experiencing.
5. Sign and date the form.
6. Return the completed form to your Resident Manager.

If you wish to make a verbal request for maintenance, please call your Resident Manager, and be prepared to provide the same information as listed above. The Resident Manager will then complete the written request and process the work order per your instructions.

The Housing Company does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person in the position named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development’s regulations implementing Section 504 (24CFR, Part 8 dated June 2, 1988).

Position: Regional Property Manager, The Housing Company
P. O. Box 6943, Boise, ID 83707-0943
Voice: 208-331-4890; Hearing Impaired (TDD) 1-800-545-1833 ext. 628

