



Maintenance Work Request

Date of Request: ___/___/___ Requesting Party: _____

Email: _____ Cell: _____ Print Name: _____

Address: _____

Unit #: _____ When was the issue first noticed: _____

Requested Repair:

Mechanical (HVAC)

Electrical

Plumbing

Other

Per the contract agreement are you still under warranty for the requested maintenance work?
(Circle):

Yes or No

Description of work/repair & location:

Do you give the landlord and/ or subcontractors Permission to Enter (Circle): **Yes or No**

Does the property/ unit have alarms (Circle): **Yes or No**

Please submit photos and videos of the requested maintenance for further investigation.

For Office Use Only:

Date Reviewed: ___/___/___ Repair subcontractor: _____

Authorized By: _____ Under Warranty (circle one): Yes or No

Comments from inspection:

Date Work Completed: ___/___/___ Number of Days to Complete: _____

Subcontractor Contact: _____