

## MAINTENANCE REQUEST FORM

|   |                                    |                                    |                                    |                                    |                                    |                                    |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| TENANT'S NAME:  |                                    |                                    |                                    | DATE:                              |                                    |                                    |
| TENANT'S ADDRESS:   |                                    |                                    |                                    |                                    |                                    |                                    |
| TENANT'S PHONE NUMBER:  |                                    |                                    |                                    | TENANT'S EMAIL:                    |                                    |                                    |
| LANDLORD / PROPERTY MANAGER'S NAME:   |                                    |                                    |                                    |                                    |                                    |                                    |
| DESCRIPTION OF THE ISSUE:   |                                    |                                    |                                    |                                    |                                    |                                    |
| THE BEST WAY TO CONTACT ME IS (CHECK ONE OR MORE): <input type="checkbox"/> PHONE CALL <input type="checkbox"/> TEXT MESSAGE <input type="checkbox"/> EMAIL |                                    |                                    |                                    |                                    |                                    |                                    |
| DAYS/TIMES THAT I CAN BE AVAILABLE TO LET SOMEONE IN (CHECK ALL THAT APPLY):  |                                    |                                    |                                    |                                    |                                    |                                    |
| SUNDAY  | MONDAY                             | TUESDAY                            | WEDNESDAY                          | THURSDAY                           | FRIDAY                             | SATURDAY                           |
| <input type="checkbox"/> MORNING  | <input type="checkbox"/> MORNING   | <input type="checkbox"/> MORNING   | <input type="checkbox"/> MORNING   | <input type="checkbox"/> MORNING   | <input type="checkbox"/> MORNING   | <input type="checkbox"/> MORNING   |
| <input type="checkbox"/> AFTERNOON  | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> AFTERNOON | <input type="checkbox"/> AFTERNOON |
| <input type="checkbox"/> EVENING  | <input type="checkbox"/> EVENING   | <input type="checkbox"/> EVENING   | <input type="checkbox"/> EVENING   | <input type="checkbox"/> EVENING   | <input type="checkbox"/> EVENING   | <input type="checkbox"/> EVENING   |
| ADDITIONAL COMMENTS:  |                                    |                                    |                                    |                                    |                                    |                                    |

\_\_\_\_\_  
TENANT'S NAME (PRINTED)

\_\_\_\_\_  
LANDLORD / PROPERTY MANAGER'S NAME (PRINTED)

\_\_\_\_\_  
TENANT'S SIGNATURE

\_\_\_\_\_  
LANDLORD / PROPERTY MANAGER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE