

RESIDENT REPAIR REQUEST

Property's Name: _____

Resident's Name	Apt. #	Resident's Tel # w/extension	Today's date

You have my permission to enter to my apartment in my absence to perform the following repair(s)? Yes No

Any special instructions for our staff? _____

Management's section

Describe work done + worker's name

1-	
2-	
3-	
4-	
5-	
6-	
7-	

Resident's section

Please use 1 numbered line for each item that needs repair

1-	
2-	
3-	
4-	
5-	
6-	
7-	

Manager's Signature _____

Resident's Signature _____

For Management's use only (Additional comments):

