

**Resident's Maintenance/Repair Request**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Resident's name: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Problem (be as specific as possible): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best time to make repairs: \_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

\_\_\_\_\_  
Resident

.....  
FOR MANAGEMENT USE

Work done: \_\_\_\_\_

Time spent: \_\_\_\_\_ hours

Date completed: \_\_\_\_\_ By: \_\_\_\_\_

Unable to complete on: \_\_\_\_\_, because: \_\_\_\_\_

Notes and comments: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord/Manager

**FILL OUT AND FAX TO 209-836-4300 OR EMAIL TO LORI\_BUFF@YAHOO.COM**