



## REQUEST FOR MAINTENANCE/WORK ORDER

\_\_\_\_\_  
*Project Name*

\_\_\_\_\_  
*Date Requested*

\_\_\_\_\_  
*Tenant Name (please print)*

\_\_\_\_\_  
*Unit Number*

**Attn: Maintenance Department**

Please be advised of the following problem in my apartment:

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

You have my permission to enter the unit to make the necessary repairs.

\_\_\_\_\_  
*Signature of Tenant*

Description of work completed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total hours: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\_\_\_\_\_  
*Tenant Acknowledgement of Completed Work* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Maintenance performed by* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Resident Manager Approval* \_\_\_\_\_  
*Date*

**MANAGER PLEASE CHECK ONE:**

- TENANT DAMAGE       NORMAL WEAR & TEAR       MOVE-OUT  
 GROUNDS               SNOW REMOVAL