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# Service Request

**If Your Apartment Needs Maintenance, Please Let Us Know!**

*Please Return This Form To The Manager/Director*

I have a maintenance request that needs attention. Would you please schedule maintenance to make the following repairs:

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

Circle One [Urgent] [Not so Urgent]

I would like the repairs to take place while I am at home. The hours I am home: \_\_\_\_\_

The repairs can be done while I am *not* home. By checking *yes* to the following, I am giving permission for a maintenance person to enter my unit.

## Permission to Enter Your Apartment

( ) Yes or ( ) No

*\*Please check one*

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

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

Home Phone # : \_\_\_\_\_

Can we call you at work? Yes or No If yes, please list phone # \_\_\_\_\_

\*\*\*\*\*For Office Use\*\*\*\*\*

Date Rec'd \_\_\_\_\_ Time \_\_\_\_\_

Assigned To \_\_\_\_\_ OK to Enter In Absence: YES \_\_\_\_\_ NO \_\_\_\_\_

Job Completed: Date \_\_\_\_\_ Time \_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Able to repair this problem fully. \_\_\_\_\_ Unable to repair problem fully, will get back as soon as possible.