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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 request that the repairs be completed when I am home. I understand that these repairs must be completed within normal business hours. I would be available during the following hours: \_\_\_\_\_.

\_\_\_\_\_ The repairs can be done while I am *not* home. By checking this option, I am giving permission for a maintenance person to enter my unit.

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

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

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

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

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

E-Mail \_\_\_\_\_

\*\*\*\*\*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