

Apartment Maintenance Request

Please fill out this slip if you need repairs and drop it in the rent box.
Repairs are made during business hours Monday-Friday 9:00 a.m. – 5:00 p.m. Repairs or inspections made by Resident Manager may be available at additional times if requested.

Name: _____

Date: _____

Apt. # _____

Cat? YES NO

Please describe repair needed and indicate your preference:

Best contact **phone number** is: () _____ - _____

YES _____ the Resident Manager or duly appointed agent may enter the Apartment described above.

NO _____ please do **NOT** enter the apartment described above. Contact Manager to schedule a time to enter the apartment at the above Phone number.

Comments:

OFFICE USE ONLY

Manager Initial _____

Resolved: ____/____/____