Repair Request

Name _____   Date _____

Apartment address _____

Repairs are needed and requested at the above address. These repairs are detailed as follows:

_____

_____

_____

Date problem first noticed _____   Cause of problem _____

Tenant attempts to repair _____

Turned in at _____(Time)   Received by _____

Repair Resolution

Assigned to: _____   Date _____

Repair Log:

Date   Work Performed

_____   _____

_____   _____

_____   _____

Determined Cause of problem _____   Costs to Repair $_____

Contractors Billings _____

Date & Time Completed _____   Completed by _____

Bill Tenant ? _____