

## Maintenance Request

Date:
Time:
Taken By:
Given To:

**Name:** \_\_\_\_\_

**Apartment #:** \_\_\_\_\_

**Property:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Description of Work Requested:

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Date Promised: \_\_\_\_\_ Urgent    48 hours    1 week    2 weeks

Description of Work Completed:

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Date Repair Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_