

Maintenance Request Form

Confidentiality

The personal information provided on this form is confidential and will not be shared with other residents.

Date:	Time:
Name:	Phone:
Address:	Email:
Request taken by:	Request given to:

Detail of Maintenance Requested

Information below to be completed by Horizon Housing

Date promised:	Urgent <input type="checkbox"/> 48 hr <input type="checkbox"/> 1 wk <input type="checkbox"/> 2 wks <input type="checkbox"/>
Date completed by:	Completed by:

Detail of Maintenance Completed & Comments

Horizon staff received:	Date:
Copy of completed form provided to Resident: <input type="checkbox"/>	