

# Maintenance Report



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

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

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

Permission to Enter:      Yes    or    No

Notes about entering: \_\_\_\_\_

**(Example: Any restriction on entering)**

Item(s) to be repaired: (Location and description)

**(Example: Kitchen, Appliance (Brand/Part #))**

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Reported By: \_\_\_\_\_

Print Name

Signature

Reported the repair to: \_\_\_\_\_

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

## **Office Use ONLY**

Date Received: \_\_\_\_\_

Property Management Agent: \_\_\_\_\_ (Print)

Date of Work Order: \_\_\_\_\_