

MAINTENANCE REQUEST FORM

Apartment complex: ~ **Artspace Everett Lofts** ~

Name of tenant & unit #: _____

Tenant Phone Number:

Date requested: _____

Date completed:

Description of work needed/completed:

I hereby give authorization for the Resident Manager/maintenance person to enter my apartment when I am not present:

- Yes** If no, when will you be present for the Resident Manager/maintenance person to complete the maintenance request?
- No** Date: _____ Time: _____

I hereby acknowledge the above-noted statement regarding authorization to enter my unit is true.

Tenant

Date

Completion Verification

Resident Manager

Date