



Maintenance & Repair Request

DATE _____ PROPERTY NAME/ NUMBER Oswego Cove, LLC

RESIDENT NAME(S) _____

UNIT NUMBER _____ PERMISSION TO ENTER? YES NO

BEST WAY TO CONTACT ME: PHONE _____ TIMES: _____ TO _____
EMAIL _____

ENTRY CONCERNS: **Minors** YES NO
Pets YES NO If yes, number and type _____
Other entry concerns: _____

TYPE OF MAINTENANCE OR REPAIR NEEDED:

Heating Appliance Doors/Windows Plumbing Electric Other _____

Exact nature of problem and cause (if known) **BE SPECIFIC!**

Resident agrees that this written request authorizes Owner/Agent to enter the Premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless the repairs/maintenance are in progress and Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event Resident authorizes entry at reasonable times in excess of seven (7) days until such repairs/maintenance are completed.

By signing this request, Resident also agrees that Owner/Agent's staff may conduct a preventative maintenance inspection while in the unit and to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by Resident under this Maintenance & Repair Request, a new notice of entry will be given for the new repair work.

RESIDENT X _____ **DATE** _____

OWNER/AGENT'S RESPONSE:

The repairs/maintenance requested above were performed on: _____ by _____

The following work was completed:

Smoke alarm(s) checked Date _____ Carbon Monoxide Alarm(s) checked (if applicable) Date _____

OWNER/AGENT X _____ **DATE** _____

SERVICE ISSUE # _____

PRIORITY: HIGH MEDIUM LOW