

Lotts Properties Maintenance Request

Date: _____

Address: _____

Tenant Name: _____

Phone (home): (_____) _____ Work: (_____) _____

Best date and time to make repairs: _____

Problem (be as specific as possible): _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

Tenant Signature: _____

FOR MANAGEMENT USE ONLY

Date: _____

Work done by: _____ Time spent: _____ hours.

Unable to complete on _____ because: _____

Landlord/Manager: _____