

CONDUCT PREVENTATIVE INSPECTION? YES NO

CAMBRIDGE

real estate services

MAINTENANCE REQUEST

DO NOT SEPARATE COPIES

PROPERTY NAME _____	PROPERTY # _____	APARTMENT # _____	LANDLORD CAMBRIDGE REAL ESTATE SERVICES
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RESIDENTS

 _____ PHONE # _____ DATE _____
 _____ EMAIL ADDRESS _____

MAINTENANCE REQUEST (DESCRIBE PROBLEM)

- Please complete at the earliest possible opportunity
- Please complete on _____, between _____ **OR** _____

Unless indicated immediately below, I hereby give Management and its contractors permission to enter my apartment at reasonable times, and even in my absence, to do the necessary repairs. This permission expires after 7 days unless the repairs are in progress and the management is making reasonable efforts to complete the repairs, in which event entry may be made until the repairs are complete.

- Please provide 24 hours notice prior to entry to complete the repairs requested; **OR**
- If practicable, enter by scheduling an appointment with the resident by calling

Instructions to resident: To facilitate response to your maintenance request please observe the following: Do NOT put chemicals in clogged drains; do NOT leave pets or children unattended; make sure there is a clear passage for maintenance personnel; and please call immediately if there is any change in the service requested.

Resident Signature _____ Date _____

- OR -

- Service requested by telephone or e-mail; Resident provided verbal or electronic authorization to enter apartment on _____ between the hours of _____ and _____.

By signing this request, the resident also agrees the maintenance technician may conduct a preventative maintenance inspection while in the apartment and, to the extent practical, address any necessary repairs. If it is not possible to address the repairs while performing the repairs requested by the resident under this Maintenance Request, a notice of entry will be given for the additional repair work.

If present, resident acknowledges the repair service request was responded to. Repairs appear to be complete to the best of my knowledge, and the work area was left in acceptable condition.

Resident Signature _____ Date _____

SUMMARY OF SERVICE PROVIDED

- _____ As a courtesy, we checked and confirmed your smoke detector(s) are functioning properly.
- _____ As a courtesy, we checked and confirmed no evidence of moisture related problems.
- _____ Evaluate apartment for evidence of habitability issues.

THE SERVICE PROVIDED TODAY INCLUDED:

DATE SERVICE PROVIDED _____ Start Time _____ Completion Time _____ X _____

Maintenance Technician Signature _____

Pet(s)? YES NO Type _____

If the service provided today was incomplete, or in any way did not meet your expectations, please contact the Site Management Office.