

CONDUCT PREVENTATIVE INSPECTION?  YES  NO

**MAINTENANCE REQUEST**  
DO NOT SEPARATE COPIES

**CAMBRIDGE**  
real estate services

PROPERTY NAME <u>HAPPY PLACE COURT APTS</u>	PROPERTY # <u>100</u>	APARTMENT # <u>A-224</u>	LANDLORD <b>CAMBRIDGE REAL ESTATE SERVICES</b>
--	--------------------------	-----------------------------	---

RESIDENTS

JOHN Q SMITH  
SALLY S. SMITH

PHONE # 508.242.3791 DATE 1/18/11  
EMAIL ADDRESS qsmith@gmail.com

MAINTENANCE REQUEST (DESCRIBE PROBLEM)

RESIDENT REPORTS SMALL LEAK UNDER KITCHEN SINK. LEAK IS SPORADIC AND HAPPENS WHEN DISPOSAL IS USED. SEVERAL SMALL DRIPS ARE REPORTEDLY COMING FROM BASE OF DISPOSAL

- Please complete at the earliest possible opportunity
- Please complete on 1/19/11, between 10:00AM OR 1:00PM

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 JOHN Q SMITH Date 1/18/11

- 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 JOHN Q SMITH Date 1/18/11

**SERVICE SUMMARY (To be completed by responding maintenance technician)**

Verify all smoke detectors or smoke alarms present are in working order. Tamper Sticker in place. INSTALLED NEW SMOKE DETECTOR STICKERS - ALL RM

Evaluate apartment for evidence of moisture issues.

Evaluate apartment for evidence of habitability issues. MANAGER FOLLOW-UP - HOUSEKEEPING

MANAGER/MAINTENANCE PERSON'S RESPONSE:  
ASSESSED LEAK UNDER KITCHEN/SINK, RAN DISPOSAL, SAW SMALL LEAK COMING FROM DSHWASHER DRAIN BOOT. REMOVED WORN DRAW BOOT, INSTALLED NEW, TESTED, NO LEAK

DATE SERVICE PROVIDED 1/19/11 Start Time 10:30AM Completion Time 11:00AM x 30mins

Maintenance Technician Signature [Signature]

Pet(s)?  YES  NO Type 1 SMALL BLACK CAT

Maintenance: Check this box if you request a follow-up with Manager.