



MAINTENANCE REPAIRS REQUISITION FORM

Unit N^o: _____ Date: _____ 20____ Phone N^o (_____) _____

I, the undersigned, am requesting repairs and/or maintenance to be done to my unit. I give permission to enter my unit premises during the daytime hours in order to complete the requested work. This acknowledgement shall operate as my consent to enter my unit in order to effect such repairs and/or maintenance notwithstanding my absence from the unit at the time of entry and at the time that such repairs are made.

Member's Name (print): _____ Member's Signature: _____

Entry Notes:

Please circle if you have a: **DOG** **CAT**

Describe the work to be done: *(use back of page if necessary)*

1.

2.

3.

For Office Use Only:

Date Completed / Inspected: _____ Done by: _____

Comments:

Should member be invoiced for repairs? Yes No (please check one)*