



OREGON MAINTENANCE & REPAIR REQUEST

DATE _____ PROPERTY NAME / NUMBER Albany Property Management

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

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

Pets present Minors present 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 the 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 the Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event tenant 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 the 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 the Resident under this Maintenance Request, a new notice of entry will be given for the new repair work.

Resident X _____

MANAGER'S RESPONSE

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

The following work was completed: _____

Smoke Alarm(s) checked Date _____

Owner/Agent X _____ Date _____