

CONDUCT PREVENTATIVE INSPECTION?  YES  NO

**MAINTENANCE REQUEST**  
DO NOT SEPARATE COPIES

**CAMBRIDGE**  
*real estate services*

PROPERTY NAME	PROPERTY #	APARTMENT #	LANDLORD <b>CAMBRIDGE REAL ESTATE SERVICES</b>
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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 \_\_\_\_\_

**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.
- \_\_\_\_\_ Evaluate apartment for evidence of moisture issues.
- \_\_\_\_\_ Evaluate apartment for evidence of habitability issues.

MANAGER/MAINTENANCE PERSON'S RESPONSE:

\_\_\_\_\_  
 \_\_\_\_\_

DATE SERVICE PROVIDED \_\_\_\_\_ Start Time \_\_\_\_\_ Completion Time \_\_\_\_\_ X \_\_\_\_\_

Maintenance Technician Signature \_\_\_\_\_

Pet(s)?  YES  NO Type \_\_\_\_\_

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

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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.*

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DATE SERVICE PROVIDED \_\_\_\_\_ Start Time \_\_\_\_\_ Completion Time \_\_\_\_\_ X \_\_\_\_\_

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