

# Holub Realty & Management

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## Maintenance Repair Request

Today's date: \_\_\_\_\_

Address of rental property: \_\_\_\_\_

Tenant's name: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (work): \_\_\_\_\_

Please describe the problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the best times for repairs:  
\_\_\_\_\_  
\_\_\_\_\_

Please list any special instructions:  
\_\_\_\_\_  
\_\_\_\_\_

I authorize entry into my residence to perform the maintenance or repair listed above, in my absence, unless stated otherwise above.

\_\_\_\_\_  
Resident's signature

.....  
Landlord use only

Type of work done:

Date completed:

Unable to complete work on:

Reason work was not completed:

Date: \_\_\_\_\_

Landlord: \_\_\_\_\_