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REPAIR REQUEST

PLEASE PRINT

Press hard, you are making 3 copies. Tenant keeps bottom pink copy, and submits white and yellow copies to their Site Manager.

Project # _____ Suite Number: _____ Date: _____

Requested by: _____ Phone Number: _____

Permission to Enter Suite if Absent Yes _____ No _____

Resident's Signature: _____

(Signature is required to enter apartment - permission is good for 30 days from date signed)

Repair Requested: (Use separate sheet if necessary)

FOR OFFICE USE ONLY

When work is completed put white copy in Site Suite Repair file and submit yellow copy to Head Office.

Date Repaired: _____ Time Spent: _____ Repaired By: _____

SUMMARY OF REPAIR SUPPLIES USED:

Quantity:	Item:	Re-Stock:
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General Comments: