# Apartment Repair Request

| PROPERTY NAME | DATE | TIME |
|---|---|---|
| | | AM / PM |
| **STREET ADDRESS** | **APARTMENT #** | **WORK ORDER #** |
| | | |
| **REQUEST TAKEN BY** | **DATE TO DO REPAIR** | **TIME TO DO REPAIR** |
| | | AM / PM |
| **TENANT'S NAME** | **EMAIL** | **PHONE NUMBER** |
| | | |

| DESCRIBE THE PROBLEM, WHAT NEEDS TO BE REPAIRED, LOCATION |
|---|
| |

| | | |
|---|---|---|
| **OK TO ENTER** | **YES** | **NO** |
| **PETS** | **YES** | **NO** |
| **PRIORITY LEVEL** | **URGENT HIGH MEDIUM LOW** | |
| **ASSIGNED TO** | | |

| COMMENTS & NOTES |
|---|
| |

| | | |
|---|---|---|
| **COST OF REPAIRS** | **_____ Hr _____ Min** | **$ _____** |
| **COMPLETED BY** | **DATE** | **TIME** |
| | | AM / PM |