

**MAINTENANCE REQUEST**

RESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

*\*Please note that you may be held responsible for damage caused by you and/or your guests. This includes clogged drains and toilets.*

Maintenance Problem (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please specify the best date and time to enter your apartment to make the repairs:

- ENTER ANYTIME.
- CALL ME BEFORE ENTERING. The best phone number to reach me at is \_\_\_\_\_.
- I WISH TO BE PRESENT. I'm available on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

(If you miss a scheduled appointment time, unless an emergency, a new appointment time is required. Two missed appointments authorizes owner/representative to enter to make necessary repairs.)

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**Utah Apartment Association \*UNAUTHORIZED REPRODUCTION OF THIS FORM IS ILLEGAL 12/2012**

801-487-5619 www.uaahq.org

\*By signing document, Owner/Representative attests they are a UAA member in good standing.

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