**MAINTENANCE REQUEST FORM**

**Tenant Information**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant File #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **WHERE IS THE DAMAGE LOCATED?** |
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| **PLEASE DESCRIBE THE DAMAGE:** |
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| **PLEASE IDENTIFY THE CAUSE OF THE DAMAGE:** |
| * NORMAL WEAR AND TEAR
* ACT OF NATURE
 | * TENANT DAMAGE
* VANDALISM
 |
| **PLEASE PROVIDE DETAILS ON THE CAUSE OF DAMAGE:** |
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I declare that the information provided herein is true and correct.