

# RESIDENT'S REQUEST FOR MAINTENANCE REVIEW

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

Dear: Resident(s):

We are offering to conduct a maintenance review so that any potential problems can be promptly fixed. This is your opportunity to request a maintenance review. The review is not required and refusing it will not affect your continued status as a tenant at this property. Even if you do not want the visit, please let us know if there are issues in your unit that need to be addressed. Our goal is to ensure that the conditions in your unit are satisfactory to you and to meet all of our obligations to provide a habitable unit for you.

Please return this form to: \_\_\_\_\_  
(Name)

at: \_\_\_\_\_  
(Address)

no later than: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner/Agent)

## TO BE COMPLETED BY RESIDENT

- Yes, I am requesting a maintenance review. Please contact me (See below).
- No, I am not interested in a maintenance review.
- Everything in the unit is satisfactory.
- There are conditions in my unit that need to be addressed.

Please specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident's Name: \_\_\_\_\_  
(Print Name)

Resident's Address: \_\_\_\_\_  
(Include unit number if applicable)

Resident's Phone Number: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Resident)

