

# Maintenance & Repair Request

Date: \_\_\_\_\_ Property Name: Highland Manor Apartments

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

Unit: \_\_\_\_\_ Street Address: 1205 W. Highland Ave. Hermiston, OR 97838

Phone Number: \_\_\_\_\_

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## TYPE OF MAINTENANCE OR REPAIR NEEDED:

- |                                   |                                    |                                        |
|-----------------------------------|------------------------------------|----------------------------------------|
| <input type="checkbox"/> Heating  | <input type="checkbox"/> Appliance | <input type="checkbox"/> Doors/Windows |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electric  | <input type="checkbox"/> Other         |

Exact nature of problem and cause (if known). Be **specific!** \_\_\_\_\_

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

Tenant recognizes that this written request authorizes the landlord or the landlord's agents to enter the premises without notice at reasonable times for a minimum of seven (7) days or until the repairs/maintenance are completed, whichever is less. In the event the repairs/maintenance are in progress and the landlord or the landlord's agents are making reasonable effort to complete the repairs/maintenance, tenants hereby authorizes entry at reasonable times in excess of seven days until such repairs/maintenance are completed.

Signature of Tenant \_\_\_\_\_

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## MANAGER'S RESPONSE

The repairs/maintenance requested above are scheduled to begin on \_\_\_\_\_

The following persons are authorized by the landlord or the landlord's agents to enter the premises to complete the work \_\_\_\_\_

\_\_\_\_\_

The landlord's agents will enter only at times and will have access to the premises until the requested repairs/maintenance are completed.

\_\_\_\_\_  
Signature of Landlord or Landlord's Agent

\_\_\_\_\_  
Date



1205 W. Highland Ave. ■ Hermiston, OR 97838  
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