



# Maintenance and Repair Request

Property Name:

Date:

Tenant:

Unit No.:

Phone No.:

Please describe the nature of the problem(s) and the cause, if known.

1.

2.

3.

4.

I hereby authorize the manager or their service personnel to enter my unit to repair or replace the above items if I am unable to be present. I understand that if the above repairs and/or damage were due to my neglect or abuse, I will be responsible for any charges for the time and materials.

Tenant name signifies authorization:

## FOR UCPM STAFF USE

Time Started:

Time Completed:

Time for Materials:

Problem found:

Refer to: (outside contractor)

Date Work Completed:

By:

Work satisfactorily completed: \_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Manager's Signature

Remarks: Charge to resident: Yes  No

Note: Job start and end time MUST be completed. Resident's must sign for all work completed.

# **UMPQUA COMMUNITY PROPERTY MANAGEMENT**

## **MAINTENANCE AND REPAIR REQUEST PROCEDURE**

The form is made available for residents to fill out whenever they have a maintenance problem within their apartment. This electronic form must be completed and submitted to the property manager.

All maintenance repair requests must be completed in a timely manner. The standard time for completion should be no longer than seven (7) working days. Situations will arise when a request cannot be completed during this time. In this case, please notify your property manager.

Residents must complete all fields above FOR UCPM STAFF ONLY before the UCPM staff can begin work on the repairs. Once the work has been completed, the resident and property must both sign to show that the work has been completed to the resident's satisfaction.

Repairs due to tenant negligence or abuse will be charged to the tenant on a Maintenance Repair Invoice.