

Date of Original Request:

Time of Original Request:

Name of Requestor:

Phone Number:

Location of Property Requiring Repair:

Description of Problem (Attach original request for details):

Date(s) and Time(s) of Access(es) (Attach written permission(s) for access):

Description of Remedial Measures:

Date Requestor Advised Repair Effected (Attach copy of email):

Date Property Manager Advised Repair Effected (Attach copy of email):

Third Party Costs (Attach image of billings):

Leasemore Costs (Attach copy of invoice):