

MAINTENANCE REPAIR REQUEST FORM:

OLIVER MANAGEMENT SERVICES, INC.
5713 GRAND AVE., SUITE #B
DULUTH, MN 55807
218-628-0311 FAX: 218-624-2235

BUILDING NAME: _____
ADDRESS: _____
PHONE # _____

TENANT NAME: _____ UNIT # _____
PHONE # _____ DATE OF REQUEST: _____
AUTHORIZED TO ENTER? YES NO SPECIAL REQUEST: _____

DESCRIPTION OF WORK REQUESTED:

TENANT SIGNATURE _____ DATE _____

TO BE COMPLETED BY MAINTENANCE WORKER:
DATE REQUEST RECEIVED _____
DATE WORK COMPLETED _____
SIGNATURE OF WORKER _____

REPAIRS THAT WERE DONE:

CHARGE RESIDENT YES: LABOR \$ _____
PARTS \$ _____
OTHER: _____ \$ _____
TOTAL CHARGES \$ _____