



MAINTENANCE & REPAIR REQUEST

OREGON

DATE _____ PROPERTY NAME / NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ Pets Present Minors Present

TYPE OF MAINTENANCE OR REPAIR NEEDED:

- Heating
- Plumbing
- Appliance
- Electric
- Doors / Windows
- Other _____

Exact nature of problem and cause, (if known) **Be SPECIFIC!** _____

Resident agrees that this written request authorizes the landlord or the landlord's agents to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after 7 days unless the repairs/maintenance are in progress and the landlord is making reasonable effort to complete the repairs/maintenance, in which event tenant authorizes entry at reasonable times in excess of seven days until such repairs/maintenance are completed.

By signing this request, Resident also agrees that the Landlord's maintenance person may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by the Resident under this Maintenance Request, a new notice of entry will be given for the new repair work.

Tenant _____

MANAGER'S RESPONSE

The repairs / maintenance requested above were performed on: _____

The following work was completed: _____

Smoke Alarm(s) checked Date _____

Owner/Agent _____ Date _____