



MERIDIAN

# MAINTENANCE REQUEST

Property Name: \_\_\_\_\_ Resident Name: \_\_\_\_\_

Address or Unit #: \_\_\_\_\_ O.K. to enter if away? Yes  No

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Time when Resident would be available for work to be completed: \_\_\_\_\_

=====

**Work Requested:** \_\_\_\_\_

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

**Specific Work Done:** \_\_\_\_\_

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

**Cause of Problem:** \_\_\_\_\_

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

\*\*\*\*\*  
**WHILE YOU WERE AWAY**

Management entered your apartment on the above date for the following reason:

Maintenance  Apartment Inspection  Emergency  Other \_\_\_\_\_

SMOKE DETECTORS:  Replaced /  Repaired Date: \_\_\_\_\_

Working  Battery removed by Resident  Battery Replaced Date: \_\_\_\_\_

Date & Time Started: \_\_\_\_\_ Date & Time Finished: \_\_\_\_\_

Signature of Resident upon completion of work: \_\_\_\_\_  
(if Resident is available)

Signature of person doing work: \_\_\_\_\_

White: Apartment File  
Yellow: Resident upon completion of work

MG #400  
08/10

Managed by Meridian Group, Inc., Middleton, WI

