

# Resident Move-In Maintenance Request Form

Please fill out this form to report any maintenance issues discovered during your move-in inspection. This form is designed for printing and manual submission to the management office.

## Resident Contact Information

Resident Name(s):

Apartment Number:

Move-In Date:

Phone Number:

Email Address:

## Maintenance Requests

Please describe the issues in detail for each applicable area. Write "N/A" if there are no issues.

Kitchen (e.g., appliances, cabinets, plumbing):

Bathroom(s) (e.g., toilet, shower, sink, leaks):

Living Room (e.g., outlets, lights, flooring):

Bedroom(s) (e.g., windows, closet doors, heating):

Other Areas / General Comments:

## Authorization to Enter

Do maintenance staff have permission to enter your home if you are not present? (Yes / No):

Special instructions for entry (e.g., pets inside, preferred times):

## Signatures

Resident Signature:

Date:

Received By (Staff Signature):

Date Received: