

Common Area Maintenance Request Form

Please complete this form to report maintenance issues in common areas (e.g., hallways, lobby, parking lot, courtyard). Print this form and submit it to the property management office.

1. Requester Information

Date of Request:

Full Name:

Unit/Apartment Number:

Phone Number:

Email Address:

2. Location of Maintenance Issue

Building Name/Number:

Floor/Level:

Specific Location (e.g., Near elevator, North stairwell, Parking spot #45):

3. Description of the Problem

Please provide a detailed description of the maintenance issue (e.g., burnt-out lightbulb, broken lock, water leak):

Issue Summary:

Details (Line 1):

Details (Line 2):

Urgency Level (Low, Medium, High):

4. Management Use Only

Received By:

Date Received:

Work Order Number:

Assigned Technician:

Date Completed: