

Resident Damage and Repair Authorization Form

Please fill out this form to report damage and authorize management to perform the necessary repairs. This form is formatted for printing and physical signing.

1. Resident & Property Information

Resident Name:

Apartment/Unit Number:

Phone Number:

Email Address:

2. Description of Damage

Date Damage Occurred:

Location of Damage (e.g., Kitchen, Bathroom):

Details of Damage (Line 1):

Details of Damage (Line 2):

Cause of Damage (if known):

3. Repair Authorization & Entry Consent

By signing below, I authorize the property management team and authorized maintenance technicians to enter my unit to inspect and perform the repairs described above.

Special Entry Instructions (e.g., "Call first"):

Resident Signature:

Date of Authorization:

4. Office Use Only

Received By (Staff Name):

Date Received:

Work Order Number:

Estimated Cost of Repair:

Tenant Responsible for Cost (Yes/No):