



200 EAST 16th STREET HOUSING CORPORATION

MAINTENANCE REQUEST

RESIDENT'S NAME: [checkbox] CLASSIC [checkbox] OWNER

APARTMENT #: DATE: TIME:

WORK REQUESTED:

PERMISSION TO ENTER: [checkbox] YES [checkbox] NO PET IN RESIDENT? [checkbox] YES [checkbox] NO

REMAINDER TO BE COMPLETED BY SUPERINTENDENT SCHEDULE WORK DATE:

Table with columns: WORKER, DATE, TIME IN, TIME OUT, TOTAL TIME, RATE, COST. Includes a MATERIALS section and a TOTAL row.

MAINTENANCE COMPLETED: [checkbox] YES [checkbox] NO DATE & TIME COMPLETED:

WORKER'S SIGNATURE:

TENANT/OWNER'S SIGNATURE:

SUPERINTENDENT'S COMMENTS:

CHARGE TO: [checkbox] MANAGEMENT [checkbox] OWNER [checkbox] OCCUPANT \$AMOUNT: