APARTMENT SERVICE REQUEST

Date of Request: ____________

APT #: _____ Tenant: ________________________________________

Apt Phone: ____________ Work: ____________

Cell: _______________

ITEM REQUESTED (Please be as specific as possible in your explanation)

Plumbing: __________________________________________________

Painting Repairs: ____________________________________________

Heat Related: _______________________________________________

Kitchen: ____________________________________________________

Air Conditioning: ____________________________________________

Windows: (Specify Room & Exact Problem) ________________________

___________________________________________________________

Water Leaks: ________________________________________________

Other: ______________________________________________________

___________________________________________________________

SIGNATURE OF TENANT:_____________________________________

AUTHORIZED TO ENTER IN OCCUPANT'S ABSENCE? Y _____ N _____

For Office use only

ASSIGNED TO: __________________________ Date: _____________

WORK COMPLETED: ________________________________________

Affordable Spacious Apartments on the Garden City Line