



RESIDENT MAINTENANCE REQUEST / INCIDENT REPORT

PROPERTY:

If your request or report requires immediate attention, call your resident manager's office (if after-hours, choose the Call Center option). Also fill out and turn in this form. If it is not an emergency, please complete and turn in this form to the manager's office for follow-up action on the next business day. If you are unsure, please review the list of Emergency and non-Emergency categories in the *Bellwether Resident Guide to After Hours*.

(PLEASE PRINT) Resident Name: _____ Unit #: _____

Phone #s: (Home) _____ (Work) _____ (Cell) _____

Type of Report: Maintenance Theft Vandalism Injury Parking Other

Date of Incident: _____ Time: _____

Was 911 Called? YES NO Case / Incident #: _____

Description of Maintenance Request / Incident: *(If you need more space, please use additional paper.)*

RE: Permission to Enter Your Unit - Please check one of the following boxes:

- I give permission for Bellwether Staff to enter my unit during normal business hours (8:00am - 4:30pm, Monday – Friday) without further written notice from management.
- I want to receive at least 48 hours written notice for Bellwether Staff to enter my unit.
- I give permission for Bellwether Staff to enter my unit during the following timeframe:
 Date: _____ Between the Hours of _____ and _____
- I wish to be present when Bellwether Staff enter my unit during the following timeframe:
 Date: _____ Between the Hours of _____ and _____

NOTE: * We will make every effort to accommodate your scheduling request, however, it is not guaranteed and may result in a longer response and/or repair completion time.

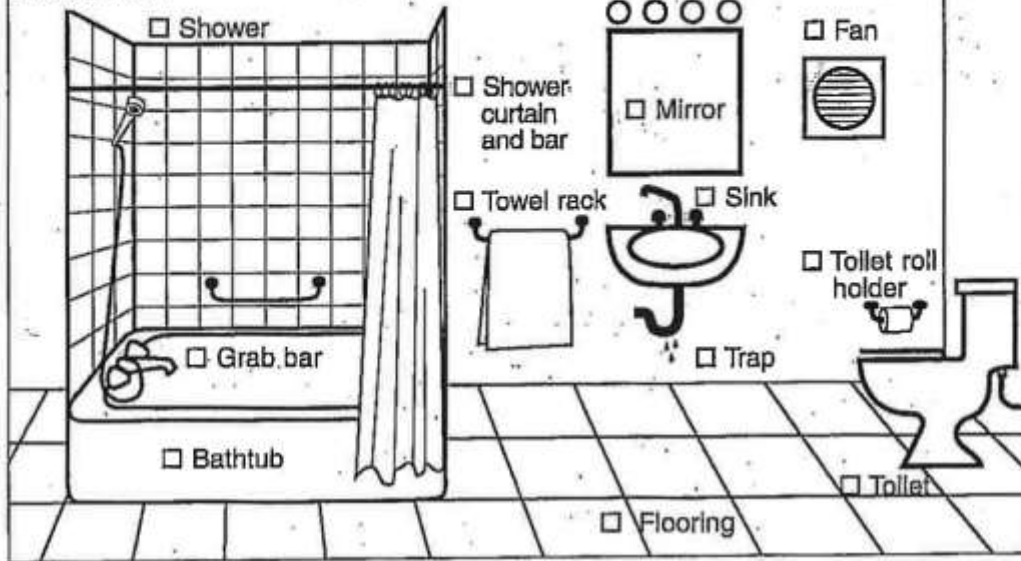
- Check if you have animals in your unit & describe: _____
* Per your lease agreement, all animals must be secured during maintenance work. If not, Maintenance may leave the unit and it will be the resident's responsibility to request that the work be rescheduled when the animal will be secured.

Resident Signature: _____ **Date:** _____

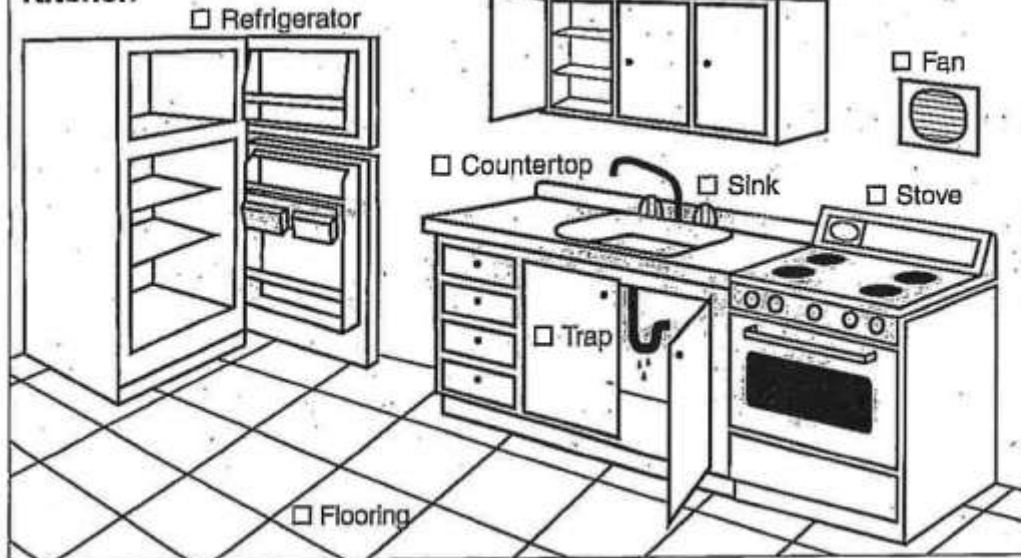
For Management Use Only:		
Received by: _____	Date: _____	ACTION TAKEN: _____

Please indicate item(s) that require servicing / repairing

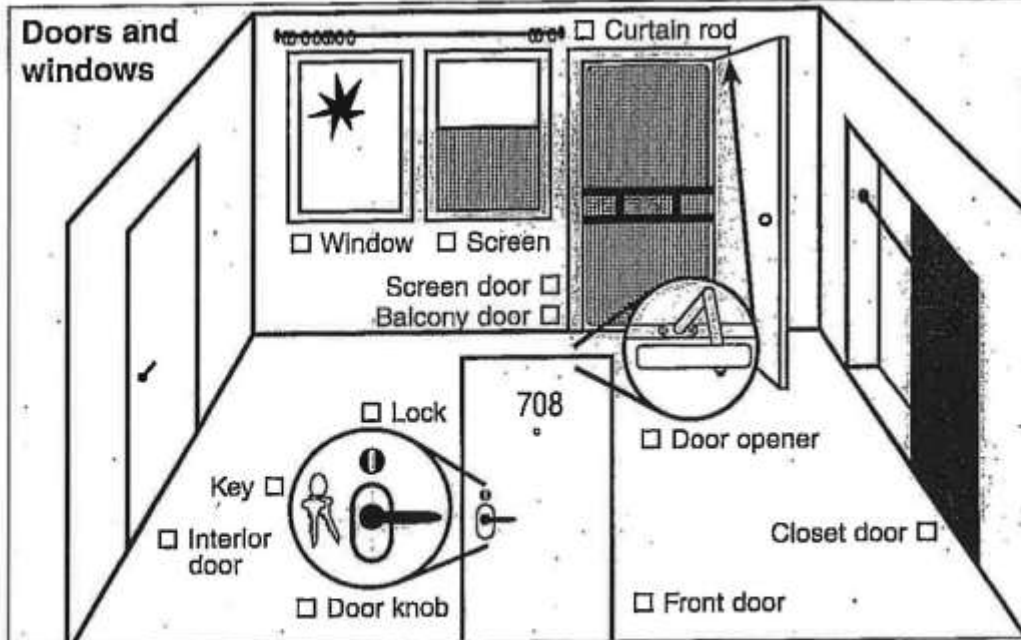
Bathroom



Kitchen



Doors and windows



Other

