

  
**NeighborWorks®**  
**MOUNTAIN COUNTRY**  
**HOME SOLUTIONS**  
**Maintenance Request**

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

***Please remember that you may be held responsible for damage caused by you or your guests. This includes clogged drains & toilets.***

Maintenance Request (Please be specific)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Schedule Repair (*Choose an option*)

Enter any time \_\_\_\_\_ Call me before entering. I can be reached at # \_\_\_\_\_.

I wish to be present. I'm available on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

*Please note that if you miss a scheduled appointment time a new appointment time is required for us to complete repairs.*

*Two missed appointments authorizes NeighborWorks staff to enter to make necessary repairs at our convenience .*

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*For office use only*

Responsible Technician: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Subcontractor #1: \_\_\_\_\_ Date Contracted: \_\_\_\_\_

Subcontractor #2: \_\_\_\_\_ Date Contracted: \_\_\_\_\_

Completed items (Check individual item when completed)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

Technician Signature: \_\_\_\_\_ Date all items completed: \_\_\_\_\_