

RESIDENT'S REQUEST FORM

To the Management:

Please *[check one]* ☐ repair, ☐ change, or ☐ rekey the following security device in our dwelling:

☐ doorknob lock; ☐ keyed deadbolt; ☐ keyless deadbolt; ☐ sliding glass door pinlock; ☐ door handle latch on sliding glass door;

☐ window latch; ☐ door viewer; or ☐ _____ (other security device).

Please *[check one]* ☐ install the following security device in our dwelling:

☐ doorknob lock; ☐ keyed deadbolt; ☐ keyless deadbolt; ☐ door handle latch on sliding glass door; ☐ window latch; ☐ door viewer; or ☐ _____ (other security device).

Please repair other items in our dwelling, as follows: *(fill in if applicable)*

We understand that except in cases of imminent danger to persons or property, all requests and notices need to be in writing and delivered to the management on a business day. We also understand that under some circumstances we may need to pay in advance for costs we may be liable for under the lease.

There ☐ is or ☐ is not an animal in our dwelling.

Here are the names and telephone numbers of the resident(s) who can answer questions about this request:

Resident's name

Resident's name

Home phone

Home phone

Work phone

Work phone

Email address

Email address

SIGNATURE of resident making request

Date of request

Unit No.

Street address of dwelling

For office use only:

Date request received: _____

Comments: _____

Work Order # _____