



Maintenance Request Checklist

Requestor Information

Details about the person submitting the maintenance request.

Requestor Name

Write something...

Requestor Phone Number

Write something...

Requestor Email Address

Write something...

Unit/Apartment Number (if applicable)

Write something...

Date of Request

Enter date...

Preferred Contact Time (Optional)

Relationship to Property (Owner/Tenant/Guest)

- Owner
- Tenant
- Guest
- Other

Property Information

Information identifying the specific property requiring maintenance.

Property Address

Write something...

Unit/Apartment Number

Enter a number...

Property Type

- Single Family Home
- Condominium
- Apartment
- Townhouse
- Commercial
- Other

Building Name (if applicable)

Date of Occupancy (for reference)

Enter date...

Lease Agreement ID (if applicable)

Write something...

Issue Description

A detailed explanation of the maintenance issue.

Detailed Description of the Issue

Write something...

Approximate Size of Affected Area (e.g., square feet)

Enter a number...

Which of the following best describe the issue?

- Plumbing
- Electrical
- HVAC
- Structural
- Appliance
- Cosmetic
- Other (Specify in Long Text)

Specific Details or Circumstances Related to the Issue (e.g., when does it occur, what triggers it?)

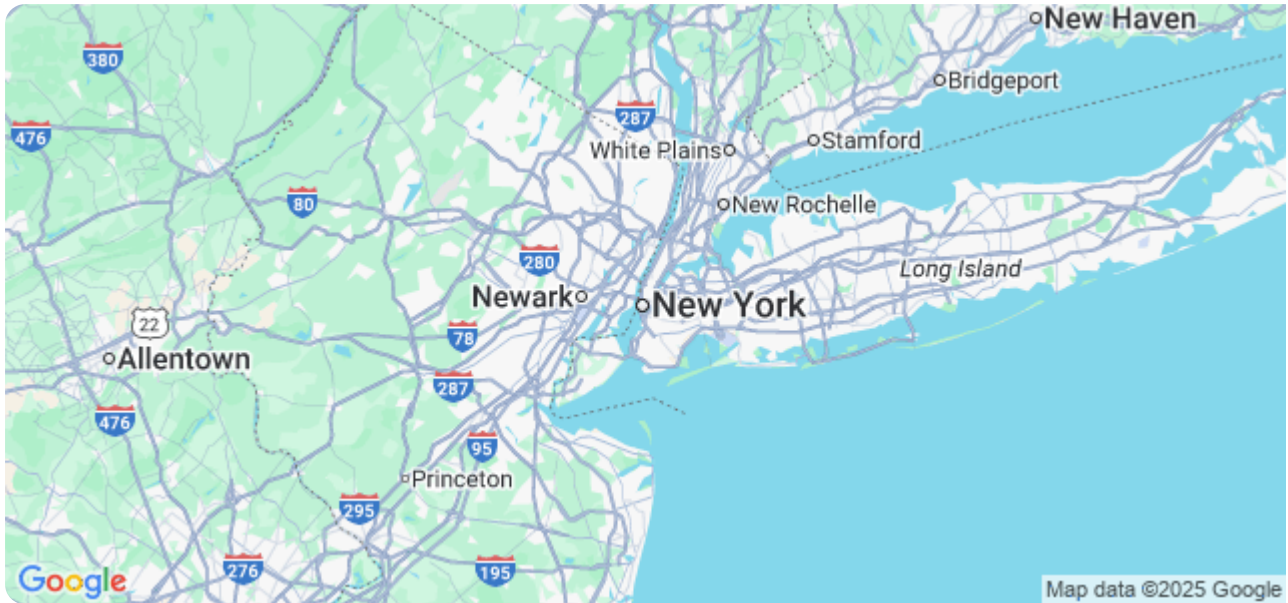
Write something...

Upload Photos or Videos of the Issue (Optional but Recommended)

 Upload File

Precise Location of the Issue within the Property (e.g., Master Bathroom, 2nd Floor Hallway)

[Set My Current Location](#)



Severity & Urgency

Assessment of the issue's impact and the required response time.

Severity Level

- Emergency - Immediate Danger
- High - Significant Impact/Potential Hazard
- Medium - Disruptive but not Hazardous
- Low - Minor Inconvenience

Urgency

- ASAP - Within 24 Hours
- Within 3 Days
- Within 7 Days
- Scheduled - No Immediate Need

Estimated Impact Score (1-10)

Enter a number...

Briefly Explain Urgency Justification

Write something...

Desired Completion Date (if applicable)

Enter date...

Initial Assessment & Diagnosis (Technician)

Notes and findings from the technician's initial inspection. (For internal use)

Detailed Description of Observed Issue

Write something...

Temperature Reading (if applicable)

Enter a number...


Possible Cause (Initial Assessment)

- Wear and Tear
- Damage
- Malfunction
- Environmental Factors
- Unknown

Affected Systems (Check all that apply)

- Plumbing
- Electrical
- HVAC
- Structural
- Roofing
- Appliances
- Exterior
- Interior

Photos/Videos of Issue (Optional)

 Upload File

Estimated Time to Complete (Hours)

Enter a number...

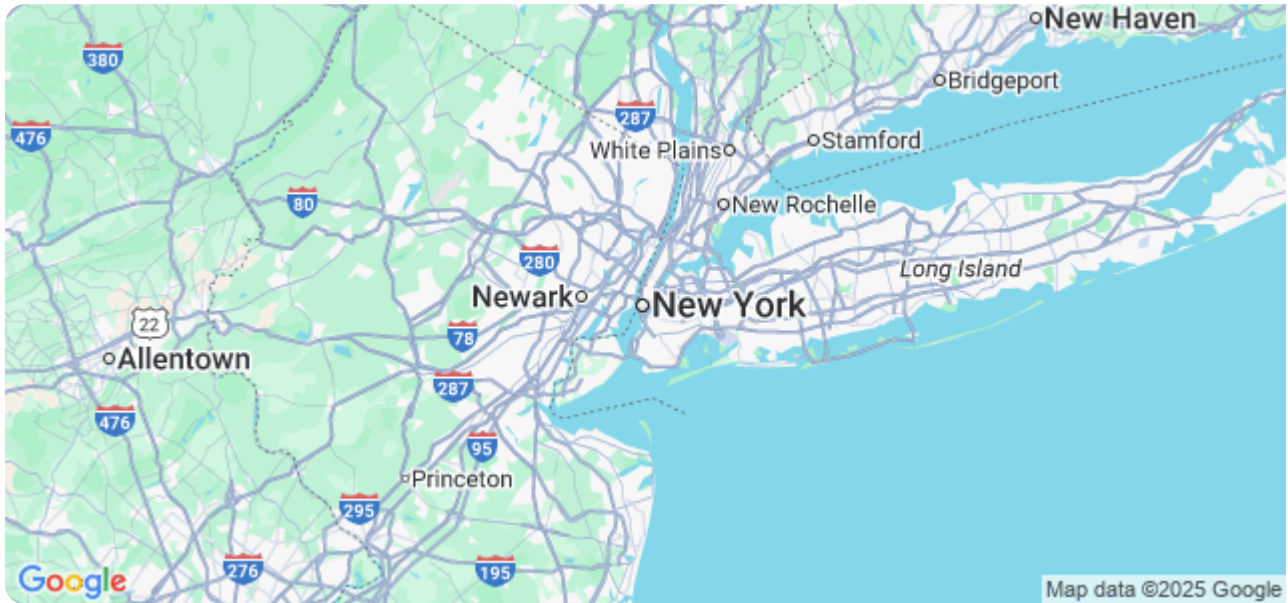
Date of Assessment

Enter date...

Time of Assessment

Precise Location of Issue

[📍 Set My Current Location](#)



Work Performed & Materials Used (Technician)

Record of the tasks completed and the materials consumed. (For internal use)

Detailed Description of Work Performed

Write something...

Trade(s) Involved (e.g., Plumbing, Electrical, Carpentry)

- Plumbing
- Electrical
- Carpentry
- HVAC
- Painting
- General Repairs
- Other

Labor Hours Spent

Enter a number...

Estimated Labor Hours (if different from actual)

Enter a number...

Materials Used – Description and Quantity

Write something...

Cost of Materials

Enter a number...

Photos of Work Completed (Before & After)

 Upload File

Any Unexpected Issues Encountered?

- Yes
- No

Details of Unexpected Issues (If Applicable)

Write something...

Resolution & Verification

Confirmation that the issue is resolved and the requester is satisfied.

Was the issue resolved to your satisfaction?

- Yes
- No
- Partially Resolved

If no or partially resolved, please explain:

Write something...

Are there any remaining concerns?

- Yes
- No

If yes, please describe any remaining concerns:

Write something...

Date of Verification

Enter date...

Requester Signature (Verification)

Documentation & Sign-off

Final documentation, photos, and signatures confirming completion of the maintenance request.

Technician Signature (Confirmation of Work)

Requestor Signature (Confirmation of Resolution)

Date of Completion

Enter date...

Photos/Videos of Completed Work (Optional)

 Upload File

Overall Satisfaction Level

Excellent

Good

Fair

Poor

Additional Comments or Notes (Optional)

Write something...