

# Building Repair Service Request Record Form

This **building repair service request** record form sample streamlines the process of documenting maintenance needs and tracking repair requests efficiently. It ensures all necessary details are captured to facilitate prompt and organized service responses. Utilizing this form helps improve communication between residents and repair teams.

**Date Requested:**

**Resident Name:**

**Unit/Apartment Number:**

**Contact Information (Phone/Email):**

**Type of Issue:**

 Select an issue type 

**Description of Problem:**

**Priority Level:**

 Medium 

**Permission to Enter (if resident not home):**

 Yes 

**Assigned To (Repair Team/Staff):**

**Date of Repair:**

**Status:**

 Pending 

**Additional Notes:**

Submit Request

