

Maintenance Request Contact Log Form Sample

Use this **maintenance request contact log form** sample to efficiently track and manage apartment maintenance requests. It ensures clear communication between tenants and management, helping to resolve issues promptly. This form is essential for maintaining property standards and tenant satisfaction.

Tenant Name:

Apartment Number:

Contact Information:

Date of Request:

Description of Issue:

Maintenance Contacted:

Contact Method:

Phone

Follow-Up Date:

Status:

Pending

Notes / Resolution:

Submit Request

Maintenance Contact Log Sample Table

Date	Tenant Name	Apartment #	Issue Description	Maintenance Contacted	Status	Notes / Resolution
2024-06-15	Jane Doe	203	Leaking faucet in kitchen	Mike Smith	Completed	Faucet replaced on 2024-06-16
2024-06-18	John Lee	107	AC not working	Susan Brown	In Progress	Awaiting part delivery