

D.W. JONES MANAGEMENT, INC. MAINTENANCE REQUEST
 (This Section to be Completed by Tenant and then Given to Resident Manager)

TENANT _____ BLDG NAME/UNIT NO. _____ DATE _____

WORK REQUESTED _____

PERMISSION TO ENTER UNIT DURING TENANTS ABSENCE: YES () NO () * BEST TIME _____

 (This Section to be Completed by Management)

() WORK DONE _____

TIME IN _____ TIME OUT _____ TOTAL TIME _____ CHARGES _____

MATERIALS AND/OR PARTS USED	UNIT COST	AMOUNT

() OUTSIDE SERVICE CALLED/NAME OF COMPANY _____

CHARGE TO MANAGEMENT () TENANT () AMOUNT _____ BY _____ DATE _____

I hereby certify that the work has been completed satisfactorily and that any charges which are my responsibility will be paid by me.

X _____ DATE _____

*If permission to enter during tenants absence is denied, tenant must make arrangements with resident manager to schedule a time for repairs that will meet the resident manager's schedule.