



3450 McKenna Drive
Eugene, OR 97401

MAINTENANCE & REPAIR REQUEST

McKennaEstates@comcast.net
Phone: 541-342-5735

DATE _____

RESIDENT NAME (S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

BEST WAY TO CONTACT ME: PHONE _____ TIMES _____ TO _____ EMAIL: _____

Pets present Minors present Other entry concerns _____

TYPE OF MAINTENANCE OR REPAIR NEEDED:
Exact nature of problem and cause (if known). Please be specific.

RESIDENT X _____

Resident agrees that this written request authorizes Owner/Agent to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after 7 days unless the repairs/maintenance are in progress and the Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event Resident authorizes entry at reasonable times in excess of seven days until such repairs/maintenance are completed.

By signing this request, resident also agrees that Owner/Agent's staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by Resident under this Maintenance and Repair Request, a new notice of entry will be given for the new repair work.

OWNER/AGENT'S RESPONSE

The repairs/maintenance requested above were performed on: _____ by: _____

The following work was completed:

Smoke alarm(s) checked Date _____

OWNER/AGENT X _____ DATE _____