

# Jefferson Heights Apartments Maintenance Request Form

Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Resident Phone #: \_\_\_\_\_

Resident Apartment #: \_\_\_\_\_

Maintenance Request (Please give detailed  
description):

---

---

---

---

---

Is Maintenance allowed to enter apartment while  
resident is not home? YES or NO

Please bring this request to the business office  
after filling it out completely. Thank you.