MAINTENANCE REQUEST

200 EAST 16TH STREET HOUSING CORPORATION

The Lovett Company, LLC
REAL ESTATE MANAGEMENT

RESIDENT'S NAME: ☐ CLASSIC ☐ OWNER

APARTMENT #: DATE: TIME:

WORK REQUESTED:

PERMISSION TO ENTER: ☐ YES ☐ NO PET IN RESIDENT? ☐ YES ☐ NO

SCHEDULE WORK DATE:

WORKER	DATE	TIME IN	TIME OUT	TOTAL TIME	RATE	COST
				@		
				@		

MATERIALS	QTY.	
	TOTAL	

MAINTENANCE COMPLETED: ☐ YES ☐ NO DATE & TIME COMPLETED:

WORKER'S SIGNATURE:

TENANT/OWNER'S SIGNATURE:

SUPERINTENDENT'S COMMENTS:

CHARGE TO: ☐ MANAGEMENT ☐ OWNER ☐ OCCUPANT **$AMOUNT:**

THE LOVETT COMPANY 450 SEVENTH AVENUE #1106 NEW YORK, NY 10123 **T: 212 736 3440 F: 212 736 1445**