

# Property Damage Report and Maintenance Request

Date: YYYY-MM-DD

Property Address

\_\_\_\_\_

Unit Number

\_\_\_\_\_

Reported By

\_\_\_\_\_

Contact Information

\_\_\_\_\_

Description of Damage or Issue

\_\_\_\_\_

Location of Damage/Issue

\_\_\_\_\_

Date and Time Noticed

YYYY-MM-DD HH:MM

Action Taken (if any)

\_\_\_\_\_

Requested Maintenance

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

YYYY-MM-DD