



**BAYC**

*Better and Brighter Futures*

A Division of Sunny Hills Services

## RAFA Maintenance Request Form

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

Address of the repair or service needed:

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### Maintenance/Repair Work:

Description of work, repair or service needed:

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### Apartment Key Issue:

Lock out: Y N

Keys Requested: Y N If Yes, which keys: \_\_\_\_\_

Were keys lost or stolen Y N

### For Office Use Only:

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

Priority Assigned: A B C

Authorized By: \_\_\_\_\_

Comment: \_\_\_\_\_

Charge to: **Tenant** **Owner/PM** **RAFA**

Work assigned to: \_\_\_\_\_

Date work completed : \_\_\_\_\_