

**Northern Sky Properties
REPAIR REQUEST FORM**

Print out this form, sign it and mail to:

Northern Sky Properties, 1509 Hadley Dr., Batavia, IL 60510

You may also fax the signed form to (630) 761-9795 or e-mail it to geneva@northernskyproperties.com.

DATE: _____
NAME: _____
ADDRESS: _____

TIME: _____
HOME#: _____
WORK#: _____

REQUESTED WORK: (Please be specific regarding the problem and the location of the problem.)

I understand that I am solely responsible for adequately protecting and securing all furniture, furnishings, equipment, clothing and all of my other personal property from any loss or damage arising out of the repair work to be performed in my apartment, except solely for such loss or damage caused solely by the gross negligence or wilful misconduct of the owner and/or owner's contractor(s) performing such work.

I authorize the Landlord or Maintenance person to enter my unit to perform the above repairs and (initial one):

_____ I waive the right to 24 hour notice by the Landlord prior to entry of my unit.
_____ I request Landlord to provide 24 hour notice prior to entry of my unit and acknowledge that, by initialing here, entry may occur later than 24 hours, but no earlier.
_____ I request Landlord to contact me to set up an appointment so that I may be present for the repairs.

Tenant Signature: _____ Date: _____

The above maintenance/repairs have been performed satisfactorily.

Tenant Signature: _____ Date: _____

(For office use only)

Work Completed _____
Date Completed: _____
Completed by: _____

Work not completed
Part Required
Outside Repair Req'd
Problem not occurring
No access to unit
