



SERVICE REQUEST

Community (name and city) _____

TO BE FILLED OUT BY RESIDENT. We make Reasonable Accommodations to those who qualify.

Service requested by _____ Apartment # _____ Telephone _____ Date _____ Time _____ Permission to enter _____ Anytime _____ by Appointment only. Appointment Date and time _____
Maintenance Required:

TO BE COMPLETED BY MAINTENANCE /VENDOR

Maintenance Performed: 	
Materials used: _____ _____ _____ _____	Work Completed: _____ Date _____ Time _____
Maintenance/vendor signature: _____ Unable to complete work: (explain) _____ _____ _____	

WARNING: Section 1001 of the U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of a Federal Agency. "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."