

Name _____

Date _____

Apartment Maintenance Request

Directions: Use the maintenance request form to answer each question.



Maintenance Request Form

Resident	Jordan Lee
Apartment	2B
Problem	Kitchen sink is leaking
Best Contact Time	After 3:30 PM
Permission to Enter	No, resident wants to be home
Office Phone	555-0166

1. What problem is listed?

2. What apartment number is on the form?

3. When is the best time to call?

4. Does Jordan want maintenance to enter when no one is home?

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Answer Guide: Use the maintenance request form to answer each question.



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Apartment	2B
Problem	Kitchen sink is leaking
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Office Phone	555-0166

1. What problem is listed?

The kitchen sink is leaking

2. What apartment number is on the form?

2B

3. When is the best time to call?

After 3:30 PM

4. Does Jordan want maintenance to enter when no one is home?

No