Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_ Date of Occurrence: \_\_\_\_\_\_\_\_\_\_\_\_

Subject of Communication: **Repair**

Please check one of the following:

* I am only responsible for the co-pay because it is not a result of my action or deferred maintenance
* I am accepting responsibility for the damage, and I am having it fully repaired at my expense

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repair Details (check all that apply)

* Non-Functioning System
	+ Plumbing
		- Clog
		- Drip
		- Break
		- Overflow
	+ Electrical
		- Light
		- Light Switch
		- Outlet
	+ Heat/Air Conditioning
		- Heat
		- Air Conditioning
	+ Appliances: \_\_\_\_\_\_\_\_\_\_\_\_ (please list appliance)
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_ (please list issue)
* Damaged Item: \_\_\_\_\_\_\_\_\_\_\_\_ (please list damaged item)
* Water Damage
 Cause: \_\_\_\_\_\_\_\_\_\_\_\_

 What was done to stop, prevent, or mitigate the damage: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please fill out the following:

 First name: \_\_\_\_\_\_\_\_\_\_\_\_

 Last name: \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_