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: \_\_\_\_\_\_\_\_\_\_\_\_