

MAINTENANCE LOG TEMPLATE



PROPERTY INFORMATION			
OWNER NAME		PHYSICAL ADDRESS	
OWNER PHONE			
OWNER PHONE 2			
OWNER EMAIL			

MAINTENANCE REPORT LOG			
REPORT ID NUMBER		DATE OF REPORT	
REPORTED BY		TIME OF REPORT	
UNIT AFFECTED		REPORT REC'D BY	
DESCRIPTION OF ISSUE REPORTED			
DESCRIPTION OF ACTION TAKEN			
DATE OF REPAIR		COST OF SUPPLIES	
REPAIRED BY		COST OF LABOR	
ISSUE CLOSED DATE		AMOUNT TENANT TO PAY	

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