

MAINTENANCE LOG TEMPLATE

PROPERTY INFORMATION

OWNER NAME

PHYSICAL ADDRESS

OWNER PHONE

OWNER PHONE 2

OWNER EMAIL

MAINTENANCE REPORT LOG

REPORT ID NUMBER

REPORT ID NUMBER

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

REPORT ID NUMBER

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For more tools visit :  Maintenance

Please note that all checklists on our website are meant to provide general guidance only and should not be considered legal advice. Always consult a qualified professional for specific legal or compliance matters.