

# RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

Phone 312/627-1332 Fax 312/627-1335

## COMMON AREA MAINTENANCE REQUEST

Use this form to report maintenance problems in the common areas of the building, such as spots in hallway carpeting or burnt out light bulbs. Return the form to the management office either in person or by fax. Do not use this form to report problems inside your unit.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ UNIT #: \_\_\_\_\_

FLOOR AND LOCATION OF PROBLEM: Be specific; for example, *5th floor, near unit 521*

PLEASE DESCRIBE PROBLEM:

### Official Use

Date: \_\_\_\_\_ Work Order #: \_\_\_\_\_

Action Required: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**FAX (312) 627-1335**

**FAXES ARE ACCEPTED DURING OFFICE HOURS ONLY**

**MONDAY – FRIDAY 8:00 AM TO 6:00 PM**