

Dudley & Singletary Property, Inc.

2101 Rhode Island Avenue N.E.
Washington, DC 20018
202-526-6846 ♦ 202-526-6819 (fax)

MAINTENANCE WORK REQUEST FORM

Please complete and sign this form and return it to the Rental Office at P.O.
Box10177. 2101 Rhode Island Ave. N.E., Washington, D.C. 20018 even if there are no
maintenance issues in your unit.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt No. \_\_\_\_\_

Home/Cell No. \_\_\_\_\_ Work No. \_\_\_\_\_

LIST PROBLEMS BELOW: (ADDITIONAL PROBLEMS MAY BE WRITTEN ON BACK)

- 1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Do you have any Pest/Rodent problems? Yes [ ] No [ ]
If yes, please explain \_\_\_\_\_

All Emergency problems must be called in immediately to your Resident Manager. If
you are unable to reach your Resident Manager please call the Maintenance Emergency
Line at 202-832-3511.

Permission to enter: [ ] Yes [ ] See Resident Manager
[ ] Tenant Home [ ] No, Call to Schedule an Appointment
(ALL DC HOUSING CODE VIOLATIONS WILL BE RATIFIED)

Your signature on this form acknowledges that this represents all of the maintenance
issues in your unit and or common areas.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature below acknowledges that all repairs have been completed:

Signature: \_\_\_\_\_ Date \_\_\_\_\_