



# Housing Repair Request

Date of Request: \_\_\_\_\_

Preferred Date(s) of work execution: \_\_\_\_\_

Preferred time for work execution: From \_\_\_\_\_ To \_\_\_\_\_

## Requester information

Requestor Name: \_\_\_\_\_

Business Phone # : \_\_\_\_\_

Requestor ID: \_\_\_\_\_

Home Phone # : \_\_\_\_\_

Department: \_\_\_\_\_

Mobile Phone # : \_\_\_\_\_

Email Address : \_\_\_\_\_

Address: \_\_\_\_\_

District: \_\_\_\_\_ Floor / Apartment # : \_\_\_\_\_

## Requested Repairs Information

Problem type		Problem description
Accommodation	1	
	2	
	3	
Furniture/ Curtains	1	
	2	
	3	
Electrical	1	
	2	
	3	
Air Conditionning	1	
	2	
	3	
Plumbing	1	
	2	
	3	
Aluminium Works	1	
	2	
	3	
Carpentry	1	
	2	
	3	
Home Equipment	1	
	2	
	3	
Pest Control	1	
	2	
	3	

## Chargeable Account:

 Housing Dept. Account (**Note:** All maintenance works are charged to Housing Dept. Account)

 AUC Dept. Account (Please specify) \_\_\_\_\_

 Individual payment

## Recommended Action for Requester:

 Check collection advise form and return with bank receipt to Housing Dept.

 Check Budget to budget transfer and inform Housing Dept.

**Note:** Housing dept. will not proceed with the work order unless bank receipt is returned to Housing Dept. or budget has been transferred.