

*MURRAY RIDGE HOUSING CORPORATION*  
**MAINTENANCE REQUEST FORM**

email to [tcarroll@murrayridgecenter.org](mailto:tcarroll@murrayridgecenter.org)  
or fax to (440) 322-2683

Please follow Maintenance Procedure for Handling Problems at Homes Owned by Murray Ridge Housing Corporation for emergency maintenance problems. (Call 329-3734 between 8:00-5:00)

Please check (✓) one:

- Health and Safety Issue  
 Not a Health and Safety Issue

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

Supervisor: \_\_\_\_\_

Date of Problem Discovery: \_\_\_\_\_

Problem discovered by:

- Tenant \_\_\_\_\_  
 Staff \_\_\_\_\_  
 Visitor \_\_\_\_\_  
 Murray Ridge Employee \_\_\_\_\_  
 Other \_\_\_\_\_

Nature of Problem [be specific & give **details** - location, cause (known/suspected), extent of damage, etc.]:

Steps staff have taken to assess, temporarily or permanently correct problem:

*Date and Time staff can be contacted at the home:* \_\_\_\_\_

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

Date \_\_\_\_\_