HOME REPAIR REQUEST FOLLOW-UP

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List a repair issue with a clear room or fixture label.

STEP 2 Record the review date, the person following up and the current response state.

STEP 3 Keep message references, observed conditions and agreed access arrangements in the note.

STEP 4 Which fact or document still needs checking?

HOME REPAIR REQUEST FOLLOW-UP

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

NEXT REVIEW DATE	ROOM OR REPAIR ISSUE	PERSON RESPONSIBLE	REQUEST PROGRESS	MESSAGE REFERENCE, RESPONSE AND NEXT ACTION

Outstanding question or record to confirm

HOME REPAIR REQUEST FOLLOW-UP

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List a repair issue with a clear room or fixture label.

Concrete next action

Owner / due

ACTION 2 Record the review date, the person following up and the current response state.

Concrete next action

Owner / due

ACTION 3 Keep message references, observed conditions and agreed access arrangements in the note.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This organizer does not send notices or assess legal deadlines. Follow emergency procedures for an immediate hazard and verify tenancy requirements separately.

- [ ] Source checked
- [ ] Next action assigned