

# Apartment Complex Maintenance Agreement

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

## Parties

This Maintenance Agreement ("Agreement") is made between:

**Owner/Management:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

and

**Resident(s):** \_\_\_\_\_

**Apartment No.:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

## 1. Scope of Maintenance Services

- Routine maintenance of common areas and building facilities.
- Repairs of plumbing, electrical, and HVAC systems within the apartment, except as outlined in Section 2.
- Groundskeeping, waste removal, and pest control for common areas.
- Emergency maintenance services as needed.

## 2. Resident Responsibilities

1. Keep the apartment in a clean and sanitary condition.
2. Promptly report any maintenance issues or needed repairs to management.
3. Be responsible for the cost of repairs due to negligence, misuse, or damage caused by resident, guests, or pets.
4. Not make unauthorized repairs or alterations.

## 3. Requesting Maintenance

Residents shall submit maintenance requests in writing to management at the provided address or email, except in emergencies, which may be reported by phone.

## 4. Access to Apartment

Management may enter the apartment for inspections, repairs, or maintenance with at least 24 hours notice, unless in cases of emergency.

## 5. Term & Termination

This Agreement is effective as of the date above and will remain in effect until the end of the lease term, unless terminated earlier by written notice.

## 6. Signatures

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Owner/Management Signature & Date

Resident Signature & Date

**Note:** This is a sample template. Consult legal counsel before using for contractual agreements.