



# TENANT MAINTENANCE REQUEST FORM

(Office Use) NO.

## Tenant Instructions

All general maintenance request MUST be reported to our office in WRITING on this pre-numbered Maintenance Request Form. The superintendent will provide you with one copy of this for your records as proof of when the request was initiated. Once the form has been received either our office or a tradesperson will contact you.

**Note: Written maintenance requests on any other form/paper are NOT accepted.**

In the event of an emergency repair, contact our office or your site manager immediately.

**Date:**

**Tenant Name(s):**

**Phone number:**

**Concern:**

Plumbing  Electrical  Heating  Flooring  Drywall

**Description**

## Access Details

Tenant preferred Date and Time:

I hereby authorize your office and trades people to enter the unit, during daylight hours with key to carry out the repair or view the repair.

Signature of Tenant

Date & Time

Date Repair Completed:

Tenant Signature:

Permission to enter if I am not home in order to complete the repair: YES  NO