



Repairs and Maintenance Request Form

All maintenance requests must be received in writing. If your concern is an emergency (such as leak, fire, flood, interruption of vital services, etc...), call our office **immediately**.

Tenant Details

Date of Request: _____ / _____ / _____

Property Address (include unit number): _____

Tenants Name: _____

Tenants Contact No: _____

Maintenance

Common Area Apartment Exterior (roof, walls, lawn)

HVAC Plumbing Electrical

Appliances (*add details below*) Rodent / Insect Deck / Patio

Windows / Doors / Locks Other: _____

Details*

Landlord Access to Unit

The Landlord or their Representative's will provide the Tenants with at least 24 hours of notice to enter the unit with a Service Provider (*if rendered*) to carry out the repairs or maintenance outlined in this request. Once Tenants receive their Notice of Entry, they can let the Landlord or their Representatives know if they will be home or not.

Office Use Only

Date Received: _____

Received By: _____

Service Provider: _____

Urgency: Low / Medium / High

Date Repairs Started: _____

Date Repairs Finished: _____