MAINTENANCE REQUEST

TENANT

Name _____ Unit or address _____

Phone _____ Email _____ Date _____

THE PROBLEM

☐ Plumbing or leak ☐ Electrical ☐ Heating or cooling ☐ Appliance

☐ Doors, locks or windows ☐ Pests Other: _____

Where in the home _____ Since _____

What is wrong

_____

_____

_____

_____

_____

☐ Urgent: it is causing damage or a safety risk ☐ Soon ☐ When convenient

For a gas smell, a fire, flooding or anything dangerous, call 911 or the emergency line first, then let the landlord know.

ENTRY

☐ You may enter if I am not home ☐ Please call first to set a time

Best times _____ Pets or alarm _____

_____ _____

Tenant's signature Date

FOR THE LANDLORD OR MANAGER

Received _____ Assigned to _____ Completed _____

Work done

_____

_____

_____

Cost _____ Charged to tenant? _____ Work order no. _____

The tenant confirms the work is done.

_____ _____

Tenant's signature Date