Rental Maintenance Request

Describe the repair, access arrangements and response.

Request date

Reference

PROPERTY ADDRESS

UNIT

TENANT NAME

PHONE / EMAIL

PROBLEM LOCATION

DATE FIRST NOTICED

DESCRIBE THE PROBLEM AND WHAT YOU OBSERVED

Urgency: ☐ Routine ☐ Soon ☐ Urgent — service affected

APPLIANCE / UTILITY AFFECTED

TEMPORARY ACTION ALREADY TAKEN

ACCESS

☐ Permission to enter if I am not home

☐ Please arrange a time first

PREFERRED DAYS / TIMES

PETS OR ACCESS NOTES

LANDLORD / MANAGER RESPONSE

ASSIGNED TO

APPOINTMENT

TARGET COMPLETION

RESPONSE AND COMPLETION NOTES

TENANT SIGNATURE

DATE

MANAGER SIGNATURE

DATE