

Tenant Repair Request Form

Unit Number:

Phone Number:

Email:

Date of Request: [Current Date]

Nature of Repair (check all that apply)

- Plumbing
- Electrical
- Heating/Cooling
- Appliance
- Structural
- Pest Control
- Other

Description of Issue: (attach photos if applicable)

Urgency Level

- Emergency (i.e. no heat, water, major leak)
- Urgent (affects daily life but not an emergency)
- Routine (minor issue, not time-sensitive)

Preferred Access Times:

- Anytime during business hours
- Mornings only
- Afternoons only
- Evenings only
- Specific date/time:

Permission to Enter:

- I grant permission for the landlord/maintenance to enter my unit to complete these repairs with 24 hours notice.
- Please contact me to arrange a specific time for entry.

Tenant Signature:

Date:

For Office Use Only

- Date Received:
- Assigned By:
- Scheduled Repair Date:
- Follow up Required: Yes/No
- Resolution Date: