Maintenance Request Form

Please fill out one form per problem. Return it to your property manager.

Your details

Name _____ Phone _____

Email _____ Date _____

Property address _____ Unit _____

What needs fixing?

☐ Plumbing ☐ Electrical ☐ Heating or cooling ☐ Appliance ☐ Pest control ☐ Roof

☐ Doors or windows ☐ Flooring ☐ Structural ☐ Other

How urgent is it?

☐ Low: it can wait ☐ Normal ☐ High: affects daily living ☐ Emergency

Describe the problem

Where is it? When did it start? Is anything damaged?

_____

_____

_____

Access

☐ You may enter if I'm not home ☐ Please call me first ☐ Pets in the unit

Best times _____ Signature _____

For fire, gas leaks, suspected carbon monoxide, flooding or any danger to life, call 911 and your utility first. Do not wait for this form.

Office use

Request # _____ Received by _____

Vendor _____ Completed on _____

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