



## **REQUEST FOR MAINTENANCE**

*All maintenance requests form must be delivered to the building office and signed by site staff acknowledging receipt of the request.*

**Date:** \_\_\_\_\_

**Building Address:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Resident's Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### **Maintenance Required:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

***I hereby authorize a representative from the building staff to enter my apartment to assess the issues and complete necessary repairs.***

☐

24 Hour Notice Required

☐

24 Hour Not Required

*Note: If the nature of the repair is deemed an emergency, 24 hour notice will not be given*

**Tenant Signature:** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **on** \_\_\_\_\_  
(Site Staff) (Date Request Received)

### **OFFICE USE ONLY**

**Maintenance Work completed by:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_