office printable .com

TENANT MAINTENANCE REQUEST

TENANT NAME	PROPERTY AND UNIT	PHONE / EMAIL	DATE

For gas leaks, fire, flooding or anything dangerous, leave the unit and call 911 and the emergency maintenance line first.

Room / location _____ Appliance / fixture _____

DESCRIBE THE PROBLEM

HOW URGENT?

❑ Emergency ❑ Within 24-48 hours ❑ When convenient

ENTRY

❑ You may enter if I am not home ❑ Please call first to arrange a time

Pets in the unit _____ Alarm / access notes _____

Best days and times _____ Photos sent _____

_____ _____

Tenant signature Date

Landlord / manager

Received (date, time) _____ Assigned to _____

Entry notice given _____ Completed _____

Tenant responsible for cost? _____ Work order no. _____

WORK DONE / NOTES TO TENANT