



TENANT MAINTENANCE REQUEST FORM

TENANT NAMES: _____

PROPERTY ADDRESS: _____

MOBILE 1: _____ MOBILE 2: _____

EMAIL: _____

REPAIRS REQUESTED

HOW LONG HAS THE PROBLEM BEEN PRESENT? _____

ACCESS TO THE PROPERTY

Our Tradespeople will be in contact with you shortly to let you know what day and what time frame they will be in your area to complete the repair request. The tradesperson will do their best to accommodate convenient timeframes during business hours, however this cannot be guaranteed. If you are not available to provide access, the tradespeople will use our master set of keys.

Note: Tradespeople are not available on weekends or outside of normal business hours, unless it is considered life threatening, or real property/contents damage may occur.

SIGNATURE/S: _____ DATE: ____/____/____