MAINTENANCE REQUEST FORM

This is a written request from _____ (the "Tenant") to _____ (the "Landlord") for repair or maintenance at the rental unit at _____ (the "Unit"). In this request, "Landlord" includes anyone the Landlord sends to inspect or repair the Unit.

1. REQUEST DETAILS

Date of request: _____. Tenant's phone: _____. Tenant's email: _____.

Sent to: _____, attention _____. The recipient is: [ ] the landlord (owner) [ ] a property manager.

Sent by (check one): [ ] hand delivery [ ] email [ ] online tenant portal [ ] first-class mail [ ] certified mail, return receipt requested [ ] text message.

2. DESCRIPTION OF THE PROBLEM

Type of problem (check one): [ ] plumbing or water leak [ ] electrical [ ] heating or cooling [ ] appliance [ ] pests [ ] doors, windows or locks [ ] other.

Location in the Unit: _____. When it started: _____.

Description:

_____

[ ] Water is still leaking or overflowing. [ ] There are sparks, a burning smell, a hot outlet or exposed wiring. [ ] A door, window or lock does not close or lock properly.

Appliance or pests involved: _____.

[ ] The Tenant first reported this problem to the Landlord on _____, and it has not been fixed.

3. URGENCY

Urgency (check one): [ ] emergency: a danger to health or safety, or serious damage [ ] urgent: it seriously affects use of the Unit [ ] routine: schedule at a reasonable time.

Steps already taken: _____.

4. ACCESS TO THE UNIT

[ ] The Tenant gives permission for the Landlord to enter the Unit to inspect the problem and make this repair, even if no one is home. This permission covers only the work described in this request. [ ] Please contact the Tenant before each entry.

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[ ] The Tenant asks to be home when the Landlord enters the Unit for this repair.

Best times to reach the Tenant or schedule the work: _____.

Pets in the Unit: [ ] yes [ ] no. Details: _____. Access notes (no alarm codes): _____.

5. PHOTOS AND ATTACHMENTS

Photos of the problem: [ ] attached [ ] none. Other attachments: _____.

6. TENANT'S REQUEST

The Tenant asks the Landlord to make the repair described in this request and confirms that the information in it is accurate to the best of the Tenant's knowledge.

SIGNATURES

Tenant

Signature: _____ Date: _____

Printed Name: _____

Landlord or Property Manager

Signature: _____ Date: _____

Printed Name: _____

LANDLORD RESPONSE

To be completed by the Landlord after receiving this request.

Date request received: _____. Repair scheduled for: _____. Repair completed on: _____.

Action taken or planned: _____.

Notes: _____.

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