



# Tenant Repair Request

## 1 PROPERTY INFORMATION.

Tenant Name(s): \_\_\_\_\_ ,  
Property Address: \_\_\_\_\_ , Unit Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ , Email Address: \_\_\_\_\_

## 2 REPAIR DETAILS.

Date Issue Was First Noticed: \_\_\_\_\_ ,  
Location of Issue (check one):

<input type="checkbox"/> 1 <sup>st</sup> Bathroom	<input type="checkbox"/> 1 <sup>st</sup> Bedroom	<input type="checkbox"/> Kitchen
<input type="checkbox"/> 2 <sup>nd</sup> Bathroom	<input type="checkbox"/> 2 <sup>nd</sup> Bedroom	<input type="checkbox"/> Living Area
<input type="checkbox"/> Utility Area	<input type="checkbox"/> Balcony	<input type="checkbox"/> Exterior

## 3 DESCRIPTION OF THE PROBLEM:

Please be as specific as possible:



#### 4 ACCESS PERMISSION.

Do you authorize property management / workers to enter the unit to perform repairs if you are not present?

Yes , No — appointment required

Preferred repair time:

Morning , Afternoon , Flexible

#### 5 URGENCY LEVEL.

Routine — can be scheduled

Urgent — affects daily living

Emergency — immediate safety risk (CALL 911 IMMEDIATELY)

#### 6 SAFETY & RESPONSIBILITY CHECK.

Please choose all that applies:

The issue was not caused by tenant misuse or neglect.

Pets will be secured during service.

Area will be accessible for repair .

#### 7 ACKNOWLEDGE & SIGNATURE.

Full Name:

Signature:

Date:

#### 8 OFFICE USE ONLY.

Received Date:

Assigned To:

Scheduled Date:

Complete Date:

Property Manager Notes: