



## Tenant Repair Request

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### 2 1 PROPERTY INFORMATION.

2 Tenant Name(s): ,  
3 Property Address: , Unit Number:  
Phone Number: , Email Address:

### 4 2 REPAIR DETAILS.

5 Date Issue Was First Noticed: ,  
6 Location of Issue (check one):

7      1<sup>st</sup> Bathroom      1<sup>st</sup> Bedroom      Kitchen  
8      2<sup>nd</sup> Bathroom      2<sup>nd</sup> Bedroom      Living Area  
Utility Area      Balcony      Exterior

### 9 3 DESCRIPTION OF THE PROBLEM:

10 Please be as specific as possible:

11



## **12 4 ACCESS PERMISSION.**

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

**14** Yes , No — appointment required

**15**

**16** Preferred repair time:

**17** Morning , Afternoon , Flexible

## **18 5 URGENCY LEVEL.**

**19** Routine — can be scheduled

**20** Urgent — affects daily living

**21** Emergency — immediate safety risk (CALL 911 IMMEDIATELY)

## **22 6 SAFETY & RESPONSIBILITY CHECK.**

**23** Please choose all that applies:

**24** The issue was not caused by tenant misuse or neglect.

**25** Pets will be secured during service.

**26** Area will be accessible for repair .

## **27 7 ACKNOWLEDGE & SIGNATURE.**

**28** Full Name:

Signature:

Date:

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## **29 8 OFFICE USE ONLY.**

Received Date: ,

**30** Assigned To: ,

Scheduled Date: ,

Complete Date: ,

**31** Property Manager Notes:

**32**