



## TENANT MAINTENANCE REQUEST FORM

(please submit a new request form for each issue/problem)

Date of Request: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_

Does the work require us to enter residence? YES / NO

If you are not home, can we enter the residence with a key? YES / NO

Are there days/times during Housing Department hours (Monday to Friday, 8:30am to 4:30pm) when our contractors SHOULD NOT enter the property? \_\_\_\_\_

### REPAIR REQUEST DETAILS:

Date the issue/problem started: \_\_\_\_\_

Explain Issue/Problem (attach any additional documentation to your request):

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Request Priority:

HIGH – within 24-48 hours

MEDIUM – within 1-2 weeks

LOW – within 3 months

Tenant Signature: \_\_\_\_\_

### OFFICE USE ONLY:

Date Request Received: \_\_\_\_\_

Request Received by: \_\_\_\_\_