

TENANT MAINTENANCE/REPAIR REQUEST

COMPLETE AND UPLOAD INTO YOUR ONLINE PORTAL

Date: _____

Premises: _____

Tenant Requesting Repair _____

State the problem(s) that you are requesting repair or maintenance about, and be specific:

What is the best time to access the premises to inspect and make repairs? _____

Do we have your permission to access the premises to inspect and repair? Yes No

Do you believe that, because of the problem you are reporting, the rental unit is dangerous, hazardous or unlivable? Yes No.

If “yes”, state why you believe the problem you are reporting is causing the unit to be dangerous, hazardous, or unlivable:

Do you have any reports or documents that can confirm or support your belief? If “yes”, upload to your online portal.

Do you know of any persons that have knowledge or information about the condition of the unit? If yes, please provide us their names and contact information, and please summarize what information they have about the condition.

Please upload any pictures or videos of the problem you are reporting to your online portal.

Provide us with any other comments you believe are noteworthy:

