



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

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: _____