



728 10th Street Brandon MB, R7A 4G8

**Maintenance Request Form**

**Tenant Instructions:**

- All general maintenance must be reported to our office in writing.
- In order for a repair to be attended to, please complete this form and fax, post, email or deliver to our office.
- In the event of an emergency repair, contact our office immediately at 204-441-3844.
- Once we have received the request, either our office or a tradesperson will contact you.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Address: \_\_\_\_\_

**Concern:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Access Details:**

Tenant Name(s): \_\_\_\_\_

Phone Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Access to property:    Take office key    Tenant will be home

Tenant preferred time and date: \_\_\_\_\_

Tenant authorises entry:    Yes

I hereby authorise your office and/or the tradespeople to enter the property with the keys in order to carry out the repair or view the repair.

Signed \_\_\_\_\_

**For Office Use Only:**

Date Form Received: \_\_\_\_\_ Individual Assigned to Repair: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Repair Required: Yes No Contractor Required: Yes No

If Yes, List Contractor Doing Repair: \_\_\_\_\_

Details of Repair:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Repair Completed: \_\_\_\_\_ Signature: \_\_\_\_\_