

Tenant Maintenance Request Form

Instructions

Maintenance must be reported to our office in writing. In order to be attended to, please complete this form and email it to our office at dwmessom@gmail.com under the subject heading: Maintenance Request

In the event of an emergency contact:

Fire: 9-1-1

Uncontrollable water running: Plumber Brian Long 902-680-0166

Once we have received the request, either our office or a tradesperson will contact you.

Details of Concern:

Access Details

Tenant Name(s) _____

Phone _____

e-mail: _____

Tenant preferred time and date: _____

Tenant authorizes entry to unit: Yes Take office key Tenant will be home

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.

Signature: _____

Date: _____