

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.

Tenant preferred time and date:  Tenant authorises entry:   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:	Date: Time:	Address:
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: Tenant authorises entry: Tenant authorises 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:		
Tenant Name(s):		
Tenant Name(s):		
Tenant Name(s): Mobile: Mobile: Access to property:		<del></del>
Tenant Name(s):		
Tenant Name(s):	Access Details:	
Access to property:		
Tenant preferred time and date:  Tenant authorises entry:   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:	Phone Home: Wo	ork: Mobile:
Tenant authorises entry:	Access to property: □Take office	e 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.  Signed  For Office Use Only:  Date Form Received: Individual Assigned to Repair:  Date Inspected: Repair Required: \( \text{Yes} \) \( \text{No} \) Contractor Required: \( \text{Yes} \) \( \text{No} \)  If Yes, List Contractor Doing Repair:	Tenant preferred time and date:	<del></del>
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:	Tenant authorises entry: □Yes	;
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:	·	the tradespeople to enter the property with the keys in order to carry out the
Date Form Received: Individual Assigned to Repair:  Date Inspected: Repair Required: □Yes □No Contractor Required: □Yes □No  If Yes, List Contractor Doing Repair:	Signed	
If Yes, List Contractor Doing Repair:		Individual Assigned to Repair:
	Date Inspected:	Repair Required: □Yes □No Contractor Required: □Yes □No
	If Yes, List Contractor Doing Repair: _	
Details of Repair:	Details of Repair:	
Date Repair Completed: Signature:	Date Repair Completed:	Signature: