

Appliance Repair Request Form

Tenants: Please fill out this form, print it, and hand it to your property manager or landlord to request appliance repairs.

1. Tenant and Property Information

Tenant Full Name:

Apartment / Unit Address:

Contact Phone Number:

Contact Email Address:

Date of Request:

2. Appliance Information

Appliance Type (e.g., Refrigerator, Stove, Dishwasher, Washer, Dryer):

Brand and Model (if known):

Location of Appliance in Unit:

3. Description of the Issue

Detailed Description of the Problem:

When did this issue first start?

4. Maintenance Access Permission

Do you grant permission for maintenance to enter the unit if you are not home? (Enter Yes or No):

Are there any pets in the unit? (Enter No, or specify pet type and containment details):

Gate Code or Special Entry Instructions (if applicable):

5. Authorization and Signatures

By signing below, you verify that the information provided is correct and authorize the landlord or landlord's agent to proceed with diagnosing and repairing the specified appliance.

Tenant Signature: _____ Date: _____

Landlord / Manager Received Signature: _____ Date: _____