

Commercial Tenant Maintenance Request Template

Please complete this form to request maintenance or repairs for your commercial leased space. Print the completed form and submit it to the Property Management office, or retain a copy for your records.

1. Property & Tenant Information

Business Name:	<input type="text"/>
Property Address:	<input type="text"/>
Suite / Unit Number:	<input type="text"/>
Contact Person Name:	<input type="text"/>
Contact Phone Number:	<input type="text"/>
Contact Email Address:	<input type="text"/>

2. Maintenance Request Details

Date of Request:	<input type="text" value="MM/DD/YYYY"/>
Urgency Level: (Enter: Routine, Urgent, or Emergency)	<input type="text"/>
Location of Issue: (e.g., Lobby, Restroom, Suite Office 2B)	<input type="text"/>
Description of Issue (Line 1):	<input type="text"/>
Description of Issue (Line 2):	<input type="text"/>
Description of Issue (Line 3):	<input type="text"/>

3. Premises Access & Authorization

Is Landlord authorized to enter via master key? (Enter: Yes or No)	<input type="text"/>
Best Times/Hours for Maintenance Access:	<input type="text"/>
Special Instructions or Alarm Codes:	<input type="text"/>

4. Signatures (For Printed Submission)

Tenant Representative Signature:	<input type="text" value="Sign here on printed copy"/>	Date:	<input type="text"/>
---	--	--------------	----------------------

5. Office Use Only

Received By:	<input type="text"/>	Date Received:	<input type="text"/>
Assigned Contractor/Technician:	<input type="text"/>	Work Order Number:	<input type="text"/>
Date Completed:	<input type="text"/>	Authorized Sign-off:	<input type="text"/>