

Tenant Maintenance Request and Consent to Enter Form

Please fill out this form to request maintenance and authorize entry to your unit. This form is designed to be completed and printed.

Tenant Contact Information

Tenant Name:

Property Address:

Apartment/Unit #:

Phone Number:

Email Address:

Maintenance Request Details

Please describe the maintenance issue in detail (including the specific location and severity of the problem):

Location of Issue (e.g., Kitchen, Bathroom):

Description of Issue (Line 1):

Description of Issue (Line 2):

Consent to Enter

By signing or typing your name below, you provide authorization for management or maintenance personnel to enter your unit to address the requested repairs.

Do you grant permission to enter if you are not present? (Type YES or NO):

Are there pets in the unit? (Type YES or NO, and describe if yes):

Tenant Signature / Printed Name:

Date: