

Emergency Apartment Repair Request Form

Please complete this form to report an urgent maintenance emergency. This printed document will be used by management and technicians to address the issue immediately.

1. Tenant and Property Information

Tenant Name:

Building Address:

Apartment Number:

Primary Phone Number:

Alternative Phone Number:

2. Emergency Details

Type of Emergency (e.g., Burst Pipe, Gas Leak, No Heat):

Exact Location of Issue (e.g., Master Bedroom Ceiling, Kitchen Sink):

Detailed Description of the Problem (Line 1):

Detailed Description of the Problem (Line 2):

3. Access and Authorization

Are pets present in the apartment? (Enter YES or NO):

If yes, what type of pet and where are they kept:

Permission to enter apartment if tenant is not present? (Enter YES or NO):

Entry instructions or key location details:

4. Signatures (For Print Verification)

Tenant Signature (Write Name): Date:

5. Office and Maintenance Use Only

Date and Time Request Received:

Assigned Technician Name:

Action Taken to Resolve Emergency:

Date Completed: Technician Signature: