

# Tenant Move-In Maintenance Request Sheet

Please inspect your rental unit and complete this sheet within the timeframe specified in your lease agreement (typically 48 to 72 hours from move-in). List any pre-existing maintenance issues or damages that require attention.

## Tenant & Property Information

Tenant Full Name:

Unit / Apartment Number:

Move-In Date:

Phone Number:

Email Address:

## Maintenance Requests

Please specify the location (e.g., Kitchen, Master Bedroom, Hallway Bathroom) and provide a detailed description of the maintenance issue or damage observed.

Location / Room	Description of Issue / Damage
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Permission to Enter Unit

Does the maintenance staff have permission to enter your unit if you are not present to complete these repairs?

Enter "YES" or "NO":

Special Instructions or Pet Warnings (if any):

## Signatures

By signing below, the tenant requests the listed repairs, and the landlord/property manager acknowledges receipt of this request sheet.

Tenant Signature (Print/Sign):  Date:

Landlord/Manager Signature:  Date: