

Landlord Repair Authorization and Request Form

1. Tenant and Property Information

Tenant Full Name:

Rental Property Address:

Unit/Apartment Number:

Contact Phone Number:

Email Address:

2. Maintenance / Repair Request Details

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

Description of the problem (Please describe in detail):

Urgency Level (e.g., Emergency, Urgent, Routine):

Permission to Enter Property (Type "Yes" or "No"):

Special Instructions for Entry (e.g., Pets in home, Call first):

3. Landlord/Property Manager Authorization (Office Use Only)

Action Taken / Authorization Status (Approved, Denied, Pending):

Assigned Repair Contractor / Technician:

Estimated Cost of Repair:

Maximum Approved Budget:

Authorized Landlord/Manager Signature:

Date of Authorization: