

# Standard Tenant Maintenance Request Form

Please fill out this form to request maintenance or repairs in your rental unit. Print this form and submit it to the landlord or property management office.

---

## Tenant Contact Information

Tenant Full Name:   
Property Address:   
Unit/Apartment Number:   
Phone Number:   
Email Address:   
Date of Request:

---

## Maintenance Request Details

Location of Issue (e.g., Kitchen, Bathroom, Bedroom):   
Urgency Level (Low, Medium, High Emergency):

### Detailed Description of the Problem:

Please describe the issue in detail (e.g., leaky faucet under kitchen sink, broken deadbolt lock):

Line 1:

Line 2:

Line 3:

---

## Access and Permissions

Permission to enter unit if tenant is not present? (Enter Yes or No):   
Gate Code / Entry Instructions (if applicable):   
Best Time for Maintenance to Visit:   
Are there any pets in the unit? (Enter Yes or No / Details):

---

## Signatures

By signing below, I certify that the information provided is accurate and I authorize the landlord or management team to coordinate the requested repairs.

Tenant Signature:  Date:

---

## Office Use Only

Received By:  Date Received:   
Work Order Number:  Assigned Technician: