

# Emergency Rental Repair Request

**INSTRUCTIONS:** Use this template to document and request immediate emergency repairs for your rental unit. Complete the details below, print the form, and deliver it immediately to your landlord or property manager. Keep a copy for your records.

## 1. Tenant and Property Information

Tenant Full Name:

Rental Street Address:

Unit / Apartment Number:

Primary Contact Phone Number:

Contact Email Address:

## 2. Landlord / Property Management Information

Recipient Name (Landlord, Landlady, or Property Manager):

Company Name (if applicable):

## 3. Details of the Emergency Repair Request

Date and Time the Emergency Was Discovered:

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

Detailed Description of the Urgent Issue:

Is there active water damage, fire hazard, or immediate danger? (Type Yes or No):

## 4. Property Access and Entry Instructions

Do you authorize maintenance staff to enter the property if you are absent? (Type Yes or No):

Special Instructions for Entry (e.g., spare key location, pets, security codes):

## 5. Signatures and Delivery Record

Tenant Signature (Sign here after printing):

Date Signed:

Method of Delivery (e.g, Hand-delivered, Emailed, Slipped under office door):