

# Rental Unit Urgent Repair Request Form

*Instructions: Please fill out this form clearly. This form is designed to be printed and submitted to your landlord or property manager for urgent repairs.*

## Tenant and Property Information

Tenant Full Name:

Rental Unit Address:

Unit Number:

Tenant Phone Number:

Tenant Email Address:

## Landlord / Property Manager Information

Landlord or Manager Name:

Emergency Contact Phone:

## Urgent Repair Details

Type of Emergency (e.g., No Heat, Water Leak, Electrical Hazard):

Detailed Description of the Problem:

When did the issue start? (Date and Time):

## Property Access Permissions

Can the landlord or tradesperson enter the unit if you are not home? (Write YES or NO):

Specific Instructions for Access or Pets in the Unit:

## Acknowledgement and Signatures

By signing below, the tenant certifies that the above information is correct and the repair requested is of an urgent nature.

Tenant Signature (Sign after printing):

Date Signed:

