

Tenant Property Damage and Repair Report

This form is for documenting property damage and detailing the required repairs. Please print this form once completed for physical filing and signatures.

1. Tenant and Property Information

Date of Report:

Tenant Name(s):

Property Address:

Unit Number:

Phone Number:

Email Address:

2. Damage Description

Date Damage Occurred:

Area/Room of Damage (e.g., Kitchen, Bathroom, Living Room):

Detailed Description of Damage (Line 1):

Detailed Description of Damage (Line 2):

Cause of Damage (if known):

3. Repair Coordination and Estimation

Repair Urgency (e.g., Emergency, High, Medium, Low):

Estimated Cost of Repair:

Responsible Party for Cost (e.g., Tenant, Landlord, Insurance):

Assigned Repair Contractor/Technician:

Scheduled Repair Date:

4. Signatures

By signing below, both parties acknowledge the damage listed above and agree to the specified repair terms.

Tenant Name (Printed):

Tenant Signature:

Date Signed:

Landlord / Property Manager Name (Printed):

Landlord / Property Manager Signature:

Date Signed: