

PLEASE NOTE: THESE DOCUMENTS ARE FOR INFORMATION PURPOSES ONLY

Landlords and Property Managers may design their own templates however please ensure all requirements from the Rental Housing Property Management By-law are included.

Tenant Service Request Form

I would like a copy of this service request.

Service request date (yyyy/mm/dd):

Service request time (hh:mm 24 hour format):

Tenant first name:

Tenant last name:

Tenant phone number:

Tenant email:

Street number:

Unit number:

Street name:

Nature of complaint

Security concerns

Problems with accessibility features and Equipment

Exterior property maintenance

Interior property maintenance

Pests

Garbage

Lawn maintenance

Noise

Snow and ice

Other

Description:

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Urgent: Non-Urgent:

Action taken:

Outcome of service request:

Date tenant was notified of resolution:

Method tenant was notified:

Date copy provided to tenant (if requested):