

Service request form for tenants

For Office Use Only

Urgent

Non-Urgent

Action taken:

Outcome of service request:

Date and method tenant notified of resolution:

Date copy provided to tenant (if requested):

Tenant information

First name:

Last name:

Phone number:

Email:

Service request date (yyyy/mm/dd):

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

Address of service requested

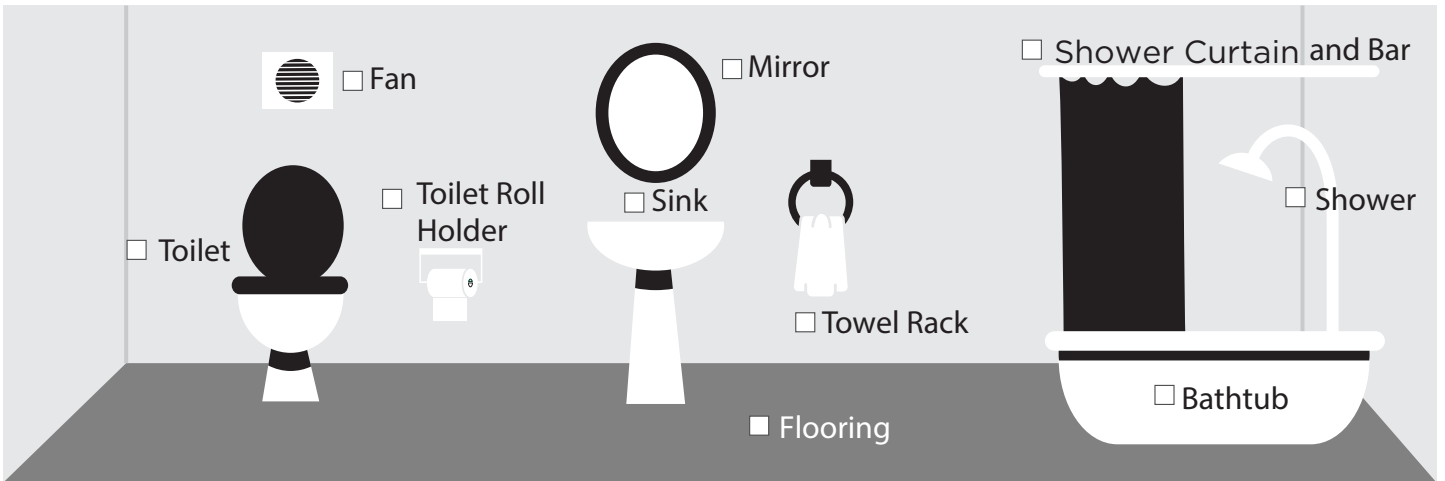
Street number:

Street name:

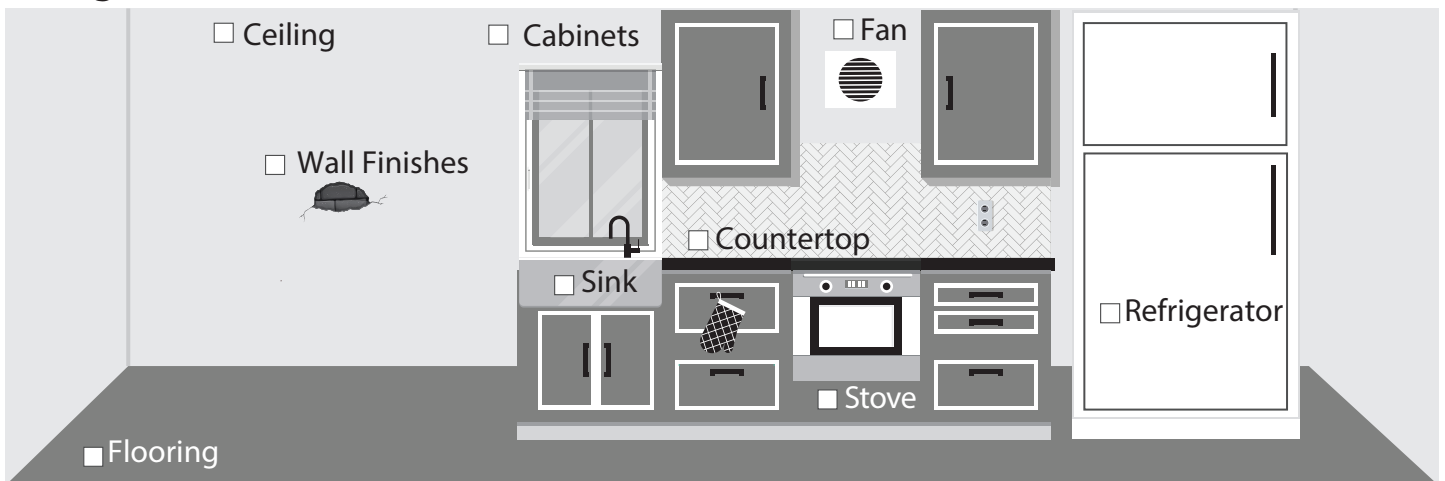
Unit/Apartment/Suite:

Please Indicate Item(s) that require servicing/repairing

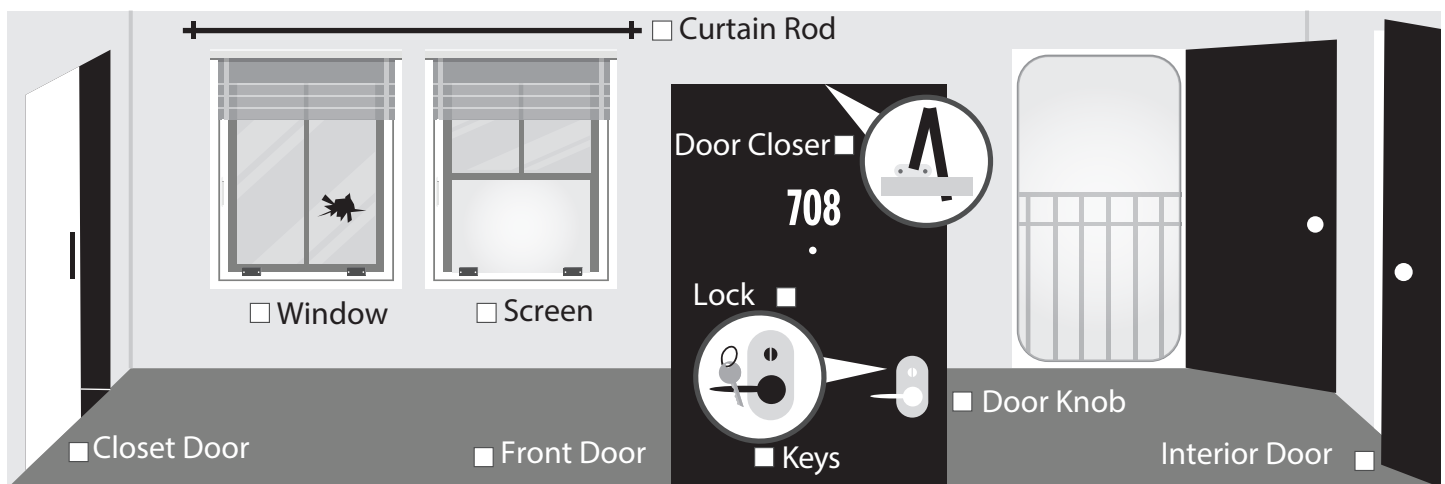
Bathroom



Living Areas



Doors and Windows



Other

