Maintenance request form

FORM TEMPLATE

Name _____ Role _____ Date _____

* Required

Property *

Reported by *

○ Tenant ○ Owner ○ Routine inspection ○ Other

The issue *

Urgency *

Urgent means a risk to safety or property, such as a burst pipe or no hot water.

○ Urgent ○ Routine

Photos

Attach: Photos (JPEG or PNG)

Suggested tradesperson

Quote

Does the owner need to approve it? *

☐ Yes ☐ No

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____