



## Tenant Maintenance Request

Property Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Location of Issue:** (Please specify the room or area of the problem, i.e., kitchen, lobby, living room, etc.)

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**Request Type** (Please check the appropriate box)

**Plumbing** (e.g., leaks, clogs, water pressure)

**Electrical** (e.g., outlets, lights, circuit issues)

**Heating/Cooling** (e.g., HVAC system not working)

**Appliance Repair** (e.g., refrigerator, stove, washing machine)

**General Maintenance** (e.g., door repairs, window issues)

**Pest Control** (e.g., rodents, insects)

**Other** (please specify): \_\_\_\_\_

**Preferred Time for Service** (Please check preferred time frame for repairs. If you are flexible, please note "Anytime.")

**Morning (8 AM - 12 PM)**

**Afternoon (12 PM - 5 PM)**

**Evening (5 PM - 8 PM)**

**Anytime**

**Access to Unit** (Will the maintenance team need to be let in, or do you prefer to be present?)

**I will be available to provide access.**

**Please use the spare key to enter.**

(If this box is checked, please ensure you've authorized key access.)

**I prefer to be contacted first before access.**

### Our Terms and Conditions

**REPAIRS AND MALFUNCTIONS:** All requests for repairs and services must be in writing. Lessor may temporarily turn off equipment and interrupt utilities to avoid property damage or to perform work requiring such interruption. In case of malfunction of utilities or damage by fire, water, or similar cause, Resident shall notify Lessor immediately. In case of

malfunction of air conditioning or other equipment, Resident shall notify Lessor as soon as possible on a business day. Resident shall promptly notify Lessor in writing of: water leaks, electrical problems, carport holes; broken, falling or loose ceiling tiles, insulation or glass, broken locks or latches; and any condition which poses a material hazard to health or safety. Lessor shall act with diligence in making repairs and reconnections and rent shall not abate during such periods. If fire or catastrophe damages are substantial in the Lessor's reasonable judgment, Lessor may terminate this lease within reasonable time by giving written notice to the Resident. All Plumbing is accepted as clear by tenant. Any stoppage or blockage during tenancy caused by tenant's neglect will be repaired at tenant's expense. Landlord is NOT responsible for any damage caused by leaks, overflows or back-ups.

**REIMBURSEMENT:** Resident shall promptly reimburse Lessor for any loss, damage, or cost of repairs or service caused on property. Project by improper use or negligence of Resident or Resident's guests or occupants. Unless the damage or stoppage is due to Lessor's negligence, Lessor will not be liable for and Resident shall pay for repairs, replacement costs and damages to the following if occurring during the Apartment Lease term or renewal period: (a) damages to doors, windows, or screens, (b) damages from windows or doors left open, and (c) damages from wastewater stoppages caused by foreign or improper objects in lines exclusively servicing Resident's Apartment. Lessor's delay in demanding rent, damage reimbursement, late payment charges, returned check charges, pet charges, or other sums due by Resident shall not be deemed a waiver, and Lessor may require payment of same at any time, including deduction from the deposit. Lessor may require advance payment for repairs for which Resident is liable.

**ALTERATIONS AND IMPROVEMENTS:** Resident accepts the Apartment, appliances and fixtures as is, except for conditions materially affecting health or safety of ordinary persons. Lessor makes no implied warranties. Within Five business days (5) days after move-in, Resident shall note any defect or damages to the property and return it to Lessor; otherwise, everything will be deemed to be in clean, safe, and good working condition. Resident shall use reasonable diligence in care of the apartment and the common areas. Resident may not perform any repairs, painting, wallpapering, carpeting, electrical changes, or other alteration to Lessor's property except as authorized by the Lessor in writing. If resident is authorized to alter the paint color or install wallpaper (including wallpaper borders), resident must restore original paint color or remove wallpaper before resident vacates apartment or be charged for the cost to do so. Authorized alterations, additions and improvements that are made by Resident shall become the property of the Lessor and Resident will not disable, disconnect, or remove Lessor's property. When moving out, Resident shall surrender the property in the same condition as. when received, reasonable wear exempted. Reasonable wear means wear occurring without negligence, carelessness, accident or abuse.

**Tenant Signature:** I acknowledge that the maintenance request described above is accurate and that I will allow reasonable access to my unit for repairs.

*Tenant Signature:* \_\_\_\_\_  
*Date:* \_\_\_\_\_

**For Office Use Only**

*Work Order Number:* \_\_\_\_\_  
*Assigned to:* \_\_\_\_\_  
*Date Scheduled:* \_\_\_\_\_

*Estimated Completion Date:* \_\_\_\_\_  
*Completion Date:* \_\_\_\_\_