

Owner/ Agent Name: _____

Resident Name(s): _____

Premises Address: _____

Building Name: _____

Phone #: _____

SERVICE REQUESTED - Describe issue/ concern and special instructions.

Check one of the following:

I authorize the Owner, Agent, and/or maintenance personnel to enter the rental premises to perform the work identified above.

I request that I be present during any entry to the rental premises. Please call me to schedule the work. I recognize that this request may delay completion of the repairs.

ACKNOWLEDGMENT

Receipt of this notice does not obligate the Owner / Agent to perform a repair which is not required by the Residential Landlord Tenant Act. I also recognize that certain repairs require multiple entries to my rental premises and I agree to cooperate with scheduling these entries.

Resident: _____ Signature: _____ Date: _____

Resident: _____ Signature: _____ Date: _____

Resident: _____ Signature: _____ Date: _____

Resident: _____ Signature: _____ Date: _____

FOR OWNER/ AGENT USE ONLY

Date Request Received: _____ If Verbal, taken by: _____

Address: _____

Work Performed: _____

Completed by: _____ Date Completed: _____ Time Completed: _____

Comments: