



# NPTBDC Maintenance Request Form

Please Print Clearly

**Tenants must report any repairs or maintenance to the Landlord in writing via email, fax, by mail or directly dropping into the office and completing this form.**

Tenant Name(s): \_\_\_\_\_

Rental Address: \_\_\_\_\_

### Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Entering the Rental Property:

- Use of office keys are permitted to enter my home.
- Availability 9am – 12pm
  - Availability 1pm – 5pm

- Please contact me to arrange a day and time to enter my home.

- Please note that minors must be accompanied by an adult for us to enter the rental property.
- If you are not going to be home, pets need to be secured in a crate or removed from unit.

### Describe your Request:

- New     Existing     Police Incident Report Obtained (copy will be required)

Details of repair: <i>(Please be as specific as possible, use back of form if needed)</i>	Where is repair needed: <i>(i.e., bathroom, 2<sup>nd</sup> bedroom)</i>
<b>When did the problem start &amp; how did this occur?</b>	

### Tenant Confirmation

I/We understand that in submitting this Maintenance Request Form, I am giving the Landlord, agents and/or tradesperson permission to enter my rental property as necessary to inspect the work requested above and complete the work as may be required if the Landlord and/or agents deem it necessary.

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

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**THIS SECTION FOR OFFICE USE ONLY, PLEASE PRINT:**

Received by: (First Name) \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Emailed ( ) Faxed ( ) In Person/Dropped Off ( ) Charge Cost to Tenant (TCB): No ( ) Yes ( ) Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_