



NPTBDC Indigenous Housing - Maintenance Request Form

Please Print Clearly

Tenants **must report** any repairs or maintenance requests to the Landlord in writing by email, fax, by mail or in person at 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 and 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, 2nd bedroom)</i>
When did the problem start & how did this occur?	

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: _____

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: _____