

MAINTENANCE REQUEST FORM

4.1.2b

Incomplete Requests Cannot Be Processed

Tenant Address: _____

Do You Have Pets? Yes No

Do You Have An Alarm System? Yes No If yes, alarm code: _____

Tenant Name: _____

Home Phone No.: _____

Work Phone No.: _____

Cell Phone No.: _____

PLEASE DESCRIBE THE NATURE OF THE MAINTENANCE PROBLEM: (**PRINT CLEARLY**)

Maintenance Acknowledgement

To help us provide faster response, please be as specific as possible in describing the problem that you are experiencing. Maintenance Requests that are not specific [e.g. "Stove Not Working"] may be delayed while we contact you for more information on the problem. Hours of maintenance are 9am-5pm, or by appointment.

If any of the requested repairs are determined to have been caused by Tenant or Tenant's guests, or if they are for items for which Tenant is responsible under the lease agreement, such as replacement of air filters, repairing broken windows and torn screens, unplugging toilets or sinks, Tenant will be charged for repair.

Except in cases of emergency, maintenance is only performed during normal business hours. For routine maintenance requests, please allow 1 to 2 days for response. Emergencies include no water, fire, or flood (in the case of no heat or power, please contact your utility provider first). In such cases of emergency, the assigned contractor may be assigned a key to access the suite.

I authorize CUL staff or hired contractors to enter my premises to complete the requested work.

Tenant Signature

Date

Maintenance forms must be faxed to 780-429-3225, or hand delivered to the Community Manager office.



Canadian Urban Limited

