

Maintenance Request Form

Building / Complex / Unit Plan	
Applicant's Lot / Unit Number	

Applicant's Status			
A: Lot Owner	B: Agent	C: Occupant / Tenant	D: Other (Please state)

Applicant's Details			
Name:		Phone:	

Please describe the asset requiring maintenance

Location of the issue

Status Of Request	
Is your maintenance request urgent?	
Please note – Urgent maintenance would indicate that the situation requires immediate response due to the nature of the case (because it has / may cause significant damage or it may pose a significant threat of safety)	
A: My maintenance request is urgent as it poses an immediate threat of damage or safety	
B: My maintenance request is not urgent as it doesn't pose an immediate threat of damage or safety	

Photos & Documents
Please include any pictures or documents associated with the request, here.

Describe the details of the maintenance request

Sign:		Date:	
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