

Tenant Maintenance Issue Reporting Form

1. Tenant Information

Full Name

Phone/Email

Rental Address

Unit/Apt No.

Date Reported

2. Maintenance Issue Details

Location of Issue (e.g. Kitchen, Bathroom)

Description of Issue

Urgency (e.g. Emergency, Can Wait)

Permission to Enter Unit? Yes / No

Special Instructions / Notes

3. Office Use Only

Received By

Date Received

Action Taken / Notes

Tenant Signature: Date:

Manager Signature: Date: