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REQUEST FOR MAINTENANCE

Date: _____

PLEASE PRINT CLEARLY

Tenant: _____

Suite #: _____

Home Phone: _____

Mobile: _____

Emergency Phone: _____

Email: _____

Description of Repairs Requested:

I hereby give you and your agent permission to enter my leased premises during reasonable hours to make such repairs, notwithstanding my absence from the leased premises. I further understand that in the event the requested repairs are necessary due to my own act or negligence, then the cost of such repairs shall be in addition to my rent payment. I agree that I will submit payment to the landlord for costs incurred within ten days of receipt of invoice from the landlord.

Tenant: _____

Signature: _____ Date: _____

Date Received: _____

FOR OFFICE USE ONLY

Work Order #: _____

Date: _____

Assigned To: _____

Date: _____

Repaired By: _____

Date: _____

Repair Description: _____

Parts Required: _____