

# Maintenance Request Form

**New Hope**  
Non-Profit Dwellings Inc.

3079

- 1)  Check the item below that needs maintenance work or inspection.  
**NOTE:** One form must be completed for **EACH** maintenance issue.

Tracking Number

**Bathroom**

Shower  
 Grab bar (for accessible units only)  
 Faucet  
 Bathtub  
 Mirror  
 Fan  
 Towel Rack  
 Sink  
 Faucet  
 Trap  
 Vanity  
 Toilet roll holder  
 Toilet  
 Flooring

**Kitchen**

Refrigerator  
 Cabinet  
 Exhaust Fan  
 Countertop  
 Sink/faucet  
 Stove  
 Trap  
 Flooring

**Windows, Doors, Floors**

Window  
 Screen  
 Screen door  
 Balcony door  
 Lock  
 Key  
 Interior door  
 Door knob  
 Door closure  
 Bedroom Floor  
 Closet door  
 Front door  
 Unit # \_\_\_\_\_

**Other**

Light Switch  
 Electrical outlet  
 FOB/Key  
 Mailbox  
 Heating  
 Smoke detector  
 Carbon monoxide detector  
 Pest control

**2) Date Submitted**

/  /   
 MONTH DAY YEAR

**3) Tenant Information**

Phone Number \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 Unit Number \_\_\_\_\_

**4) Unit Entry/Acknowledgement**

I give permission for staff or contractors to enter my unit to fix the maintenance issue that I have identified. I also acknowledge that a tenant charge may apply for any damages caused wilfully or due to negligence.

Tenant Signature \_\_\_\_\_

**NOTE:** Tenant **MUST** inform the office in writing if the tenant wants to be in the unit during the repair.

**Staff NOTES:**

Work completed on:  
 /  /   
 MONTH DAY YEAR  
 Materials used \_\_\_\_\_

- Work not completed (check reason below)  
 Waiting for part(s)  
 Entry refused  
 See attached  
 Office to follow-up  
 Other: \_\_\_\_\_

Staff/Contractor Signature \_\_\_\_\_

**5) Brief description of maintenance problem:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

White Copy: Office / Yellow Copy: Maintenance / Pink Copy: Tenant

For office use