



Office Hours: 8:30 am to 4:30 pm
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Maintenance Request Form

Date: _____

Name: _____ Telephone: _____

Address: _____

Problem:

1. The superintendent will contact you to arrange a time to complete this request.
2. You must be home for any repairs to be completed unless this is an emergency repair (As defined in the Residential Tenancies Act, 2006, the Landlord is permitted to enter your unit without notice) or you can make arrangements with a trusted neighbor, family member or friend to permit entry to the unit.
3. If a contractor is required for this repair it will be assigned to one and they will call you to arrange access to your unit.

To be completed by superintendent:

Action Taken:

Contractor Required _____

Superintendent: _____ Date Completed: _____



Alternative Formats Available Upon Request