



Office Hours: 8:30 am to 4:30 pm  
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138 Wyndham Street North  
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## Maintenance Request Form: Townhouse

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