

MAINTENANCE REQUEST

Name: Corporation # (if known)

Street Address: Unit #: City:

Email Address: Phone Number:

Please describe the item of concern:

Please list any pets in the residences:

By submitting this request, you are providing consent for trades to enter your unit to attend to the item of concern reported above.

IF YOU HAVE AN EXTREME MAINTENANCE EMERGENCY THAT IS URGENT AND CANNOT WAIT UNTIL THE NEXT BUSINESS DAY FOR REPLY THEN PLEASE CALL THE MANAGEMENT OFFICE AT 705-788-3393 AND FOLLOW THE VOICE PROMPTS TO REACH THE ON CALL EMERGENCY SUPPORT STAFF

FOR OFFICE USE ONLY:

Date Received:

Trade contacted:

Date and time of contact:

Date and time of work to be done:

Tenant/Owner Notified:

Follow up:

Item Resolved: