# Property Maintenance Request Form

*This form is intended to allow tenants to formally report maintenance issues to their landlord or property manager. Providing detailed and accurate information will help ensure timely and effective resolution of the issue.*

## Tenant Information

* **Name:** {tenantName}
* **Phone Number:** {tenantPhone}
* **Email Address:** {tenantEmail}
* **Rental Property Address:** {rentalAddress}
* **Unit Number:** {unitNumber}

## Issue Details

* **Date Issue Noticed:** {issueDate}
* **Urgency:** {urgencyLevel}
* **Location of Issue (within property):** {issueLocation}
* **Description of the Problem:** {issueDescription}

**Has this issue been reported before?** {previouslyReported}

{#previousRepairInfo}

## Previous Repair Attempts

Please provide details of any previous repair attempts:

* **Date of Attempt:** {repairDate}
* **Person/Company Who Performed Repair:** {repairTechnician}
* **Repair Description:** {repairDescription}

{/previousRepairInfo}

## Access Instructions

* **Best Time to Access the Property:** {accessTime}
* **Permission to Enter in Tenant's Absence:** {permissionToEnter}

{#additionalNotes}

## Additional Notes

{notes}

{/additionalNotes}

## Preferred Method of Contact

{contactMethod}

## Attachments

If applicable, please review list of attached photos or documents describing the issue:

{#attachments}

* {fileName}

{/attachments}

Thank you for submitting your maintenance request. Our team will follow up as soon as possible.