



Maintenance Request Form

Date: _____

Address: _____

Tenant Name: _____

Contact #'s: Home: _____ Work: _____ Cell: _____

If this is truly an emergency, please call 911.

Maintenance Details: Please start by telling us when the problem started and what you believe caused the problem. If you need more space, please attach a separate page. In the event of a problem with an appliance, please include make and model.

Access During Business Hours:

- ☐ Access with Key- we give permission for the tradesperson to access the property with an office key, if we are not home.
- ☐ Tradesperson to Contact Me - Please Get Them To Contact Me For Access During Business Hours (Please Ensure we have ALL your contact details above)

Please Note - If you request the tradesperson to come after hours, and an afterhours rate is charge to us by the tradesperson, we will forward this extra rate (amount above the normal day rate) in a tax invoice to the tenant, for payment within 14 days.

The information provided is true and accurate to the best of my knowledge.

Print Name: _____

Sign: _____

Please return by fax to 647.248.4831 or email to service@thepropertycollective.com.

Office Use Only:

Date Received: _____

Owner Contacted? Y / N

Vendor Assignment: _____

Date of Assignment: _____

Copy of Request Sent? Y / N

Special Instructions:

Completion Date: _____

Original Invoice #: _____

Billable Expense: Y / N

W/O #: _____