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REQUEST FOR MAINTENANCE

Date: _____

PLEASE PRINT CLEARLY

Tenant: _____ Suite #: _____

Home Phone: _____ Mobile: _____

Emergency Phone: _____ Email: _____

Description of Repairs Requested:

I hereby give you and your agent permission to enter my leased premises during reasonable hours to make such repairs, notwithstanding my absence from the leased premises. I further understand that in the event the requested repairs are necessary due to my own act or negligence, then the cost of such repairs shall be in addition to my rent payment. I agree that I will submit payment to the landlord for costs incurred within ten days of receipt of invoice from the landlord.

Tenant: _____

Signature: _____ Date: _____

Date Received: _____

FOR OFFICE USE ONLY

Work Order #: _____ Date: _____

Assigned To: _____ Date: _____

Repaired By: _____ Date: _____

Repair Description: _____

Parts Required: _____