



## MAINTENANCE REQUEST FORM

### TO BE COMPLETED BY TENANT

Date Request was delivered to the Management Office on \_\_\_\_\_

Tenants Name \_\_\_\_\_

Tenants Full Address \_\_\_\_\_

Tenants Email \_\_\_\_\_

Tenants Home Telephone/Cell Number \_\_\_\_\_

Tenants Work Telephone Number \_\_\_\_\_

Do you have Pet(s) \_\_\_\_\_

Identify Nature of Problem that Requires Servicing

By signing this agreement, I do hereby authorize Southern Village and/or its staff, Contractors, Agents to enter my suite to perform the above maintenance jobs within the next 10 business days.

Tenant Signature: \_\_\_\_\_

Note: Once a repair schedule is set, and if the tenant is not at home at the scheduled appointment, the management has the right to enter the unit and give sub-contractors access to the tenant home to do the repair.

**COVID-19: During current "Pandemic" period, we cannot guarantee service can be provided on time or the contractor will come to your unit on time. And when the service people enter your unit, we all have to wear face mask and follow the social distancing protocol**