

# IMPERIAL TOWER

## Request for Maintenance

PLEASE PRINT CLEARLY

Date: \_\_\_\_\_

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

Suite: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Description of Repairs Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### AGREEMENT

Please complete the requested repairs as soon as possible. I hereby give you and your agent's permission to enter my leased premises during reasonable hours to affect 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 lease requirements. 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: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Date: \_\_\_\_\_

Repaired by: \_\_\_\_\_

Date: \_\_\_\_\_

Repair Description: \_\_\_\_\_

Parts Required: \_\_\_\_\_