

Maintenance Request - For the Rental Unit(s) and/or Building

To: (Landlord) _____

Street Address: _____

City/State & Zip: _____

From: (Tenant Association): _____

Rental Property Address: _____

City/State Zip: _____

Phone, Email, Text, etc.: _____

Additional Phone #'s: _____

The following maintenance and/or repair is needed at a rental unit(s) and/or building.

Describe the problem in detail. Note when the problem started (for example, "The wall got wet when it rained"; give dates & be descriptive. The problem should be described good enough for the landlord to understand it. Attach pictures & other supporting materials only if the information will help the landlord better understand the problem. You might explain how the rental property might be further damaged if the requested maintenance is not done & how it is affecting you.

I prefer (circle one) - **to be** / **not to be** - at home when the maintenance repair(s) is/are done.

Signatures of tenants in the Tenant Association

Date: _____

Keep a copy for your records

[illegible]

The Maintenance Request

...making a good request & using these forms

Making a maintenance request as a Tenant Association.

If one or more tenants within the building, neighborhood, or landlords portfolio needs something repaired, its important to meet together as an association to discuss what needs repaired and create a priority list. Invite other tenants to the meeting as well! Things that impact the health and safety need to be prioritized on the list. Make sure to take pictures of everything on the list that needs repaired. Once tenants at the meeting have created a priority list using this form, make a copy for safe keeping, make sure everyone at the meeting signs the form, and send the form & pictures/videos to the landlord/property manager.

The maintenance request.

A maintenance request is when a tenant association notifies the landlord of a problem with the rental that needs to be addressed. It is the tenant association's opportunity to communicate. The maintenance request should be made in writing. It is possible to make a request via text, via phone call, an in person meeting, or in written form, etc.; the best practice is to make all maintenance requests in writing. Presenting a written document creates a record for the tenant association and serves as a good reminder to the landlord of things not done.

The maintenance requests should be made immediately.

The tenant association should notify the landlord as soon as possible after any problem is identified. A leaking pipe under a sink might eventually turn into a rotten cabinet and subfloor under the countertop; the only way to prevent that type of thing from getting to the point where it impairs the safety and the value of the rental property is for the tenant and the landlord to communicate and work together. Maintaining the rental unit keeps little problems from turning into big problems. If the tenant association fails to notify a landlord of a problem and the problem gets worse because of the tenant associations's failure to communicate then a tenant could beheld liable for the damage done to the rental. Many landlords put in their lease agreements a section requiring tenants to report problems.

Not every problem has to be fixed immediately, but there are some problems that should be.

The maintenance request should be in writing.

Many landlords and tenant associations communicate well enough that they do not feel a need to have all maintenance requests put in writing; this is especially true with landlords who have only one or only a few rentals. It is okay to communicate via email, text, facetime, or any way that works for the landlord and tenant. If maintenance requests are not routinely put in writing it is inevitable that problems will occur. It is always best practice to put maintenance requests in writing. If its not in writing, then it didn't happen.

Document the maintenance request.

The writing should include appropriate documentation. The writing does not have to include all documentation the tenant association gathers, but only enough information and/or documentation to illustrate the issue/problems that need to be addressed by the landlord.

Keep a copy.

You should keep a copy of the actual maintenance request and all documentation submitted to the landlord. You should also keep a copy of any additional documentation that supports the maintenance request.