



Tenant Repair Request (Non-Emergency)

Property Address:

Unit #:

Phone #:

Tenant Name:

Date:

Time:

Describe Problem or Work Requested:

Permission Statement: *I give the Landlord/Superintendent and/or Vendor/Contractor permission to enter my apartment and to make necessary repairs. Form MUST be signed!*

**** Tenant Permission Signature:**

Date:

When possible work will typically be completed Monday thru Friday between 9 a.m. to 5 p.m.

Superintendent/Office Use Only

Describe repair work:

Repair completed by:

Repair inspected by:

Date repair work completed:

**Please deliver completed form to property/site mail slot OR deliver to Berlin office location.
Berlin Communities Inc. 367 Highland Road West B1 Office, Kitchener ON N2M 3C6
OR download/complete/scan document/attach and send via email to hello@berlincommunities.com
Form must be completed AND signed in order to proceed with repair work!**