



## MAINTENANCE REPAIRS REQUISITION FORM

Unit N°: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone N° \_\_\_\_\_ Work Phone N° \_\_\_\_\_

I, the undersigned, am requesting repairs and/or maintenance to be done to my unit. I give permission to enter my unit premises during the daytime hours in order to complete the requested work. This acknowledgement shall operate as my consent to enter my unit in order to effect such repairs and/or maintenance notwithstanding my absence from the unit at the time of entry and at the time that such repairs are made.

Member's Name : \_\_\_\_\_

Member's Signature\*: \_\_\_\_\_

*\*Signature not required if submitted by email.*

Entry Notes:

Please circle if you have a: DOG CAT

Description of the problem:

Description of work to be done:

**For Office Use Only:**

Date Completed / Inspected: \_\_\_\_\_

Done by: \_\_\_\_\_

Comments:

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Should member be invoiced for repairs?    Yes    No    *(please circle)\**

- If yes, provide details:

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