

Tenant Service Request Record

Table 1: Landlord information

Landlord or owner name:	John Doe
Building address:	123 Ottawa St
Last updated	2021-02-01

Table 2: Tenant service request information

Service request date	Service request time	Method received	Tenant contact information	Service requested	Urgency	Tenant registered for support?	Action taken and action date	Outcome	Notification method
2020-01-01	12:00	Verbal	Jane Doe 123 333 3333 janedoe@email.com	No heat	Urgent	No	Contacted company to fix furnace 2021-01-01	Closed, heat on	Telephone
2020-07-29	18:00	Writing	Jane Doe 123 333 3333 janedoe@gmail.com	Lawn maintenance	Non-urgent	No	Contacted ABC to request backyard lawn to be cut 2021-08-01	Closed, lawn cut	Email