

## Please note: These documents are for information purposes only

Landlords and Property Managers may design their own templates however please ensure all requirements from the Rental Housing Property Management By-law are included.

# Tenant Service Request Form Sample

I would like a copy of this service request.

**Service request date:** 2020/July/29

**Service request time:** 18:00

**Tenant first name:** Jane

**Tenant last name:** Doe

**Tenant phone number:** (613) 123-1234

**Tenant email:** [janedoe@email.com](mailto:janedoe@email.com)

**Address / unit of service request:** 123 Ottawa Street, Unit 1 J0XJ0X

### Nature of complaint:

- Loss or interruption of services
- Security concerns
- Problems with accessibility features and equipment
- Exterior property maintenance
- Interior property maintenance
- Pests
- Garbage

Lawn maintenance

- Noise
- Snow and Ice
- Other

**Description:** The portion of the backyard lawn has not been cut in a few months and is starting to grow very long.

*For Office Use Only*

**Urgent:**

**Non-Urgent:**

**Action taken:** Contacted ABC company to request that the backyard lawn be cut. Spoke with company manager to ensure that the portion of the lawn in the backyard is included in contract and is maintained regularly.

**Outcome of service request:** Closed – lawn is not maintained.

**Date and method tenant notified of resolution:** 2020/08/01, notified by email.

**Date copy provided to tenant (if requested):** 2020/08/01

Sample