

# Repair Request

## To be completed by landlord

Date & time of call \_\_\_\_\_ Received by \_\_\_\_\_  
Tenant name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Describe each needed repair:	Urgent?	Est. date of completion
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____

Special Instructions \_\_\_\_\_

We will make repairs as soon as possible, in order of seriousness and the date of the request. Even to make requested repairs, we are required by law to provide 12 hours advance notice of entry in person, by note or by telephone/answering machine (24 hours in the cities of Madison and Fitchburg). Tenants may waive such notice on a case-by-case basis, but are entitled to timely repair in any case.

Notice given - Date \_\_\_\_\_ Time \_\_\_\_\_ Init. \_\_\_\_\_ (If written notice given, attach copy)

## To be completed by tenant

So that we may be able to enter for repairs marked urgent within 12/24 hours of your request, do the tenants authorize the worker to enter with less than 12/24 hours' notice to make the repair? (This waiver of advance notice **only** applies to the specific repairs listed above.)

\_\_\_\_\_ Yes, less notice is acceptable. \_\_\_\_\_ No, I will need the normal advance notice.

Tenant signature \_\_\_\_\_