

REPAIR REQUEST FORM

New Dawn Real Estate
75 Prince Street, PO Box 1055, Sydney NS B1P 6J7
Phone: 539-9560 Fax: 539-7210

INSTRUCTIONS: Download/open this form and complete all of the sections below. Use as much space as you need to describe the problem/repair. Save the completed form to your computer and send it as an e-mail attachment to keith@newdawn.ca. The subject of your e-mail should be Repair Request.

SECTION A: CONTACT/UNIT INFORMATION

Date of Request:

Tenant's Name:

Tenant's Address:

Tenant's Phone Number:

Tenant's E-mail:

SECTION B: REPAIR REQUEST INFORMATION

(1) Describe the problem or repair that is needed:

(2) In what room/area of your apartment is the repair needed:

(3) Has the problem recently developed? If not, when did you first notice the problem?

(4) Have there been repair/maintenance staff to your unit to address the problem before? When?

I grant permission for New Dawn Real Estate staff and/or those contracted by New Dawn Real Estate to access my apartment as needed if I am not home at the time of their visit (put an X beside your selection):

YES

NO