

MAINTENANCE & REPAIR REQUEST

1946 Coney Island Avenue
 Brooklyn, NY 11223
 Phone: 718 376 5400
 Fax: 718 376 6910
 info@renrlty.com



Date	Property Address

TENANTS

Tenant Name	Tenant Name	Tenant Name	Tenant Name	Tenant Name		
Street Address			Unit #	City	State	Zip Code
Contact Name		Contact Phone # 1		Contact Phone # 2		

TYPE OF MAINTENANCE OR REPAIR NEEDED

Heating	Plumbing	Appliance	Electric	Doors/Windows
Other	Other	Other	Other	Other

Exact nature of problem and cause, (if known). **BE SPECIFIC!**

Tenant agrees that this written request authorizes Renaissance Realty to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after 7 days unless the repairs/maintenance are in progress and the landlord is making reasonable effort to complete the repair/maintenance, in which event tenant authorizes entry at reasonable times in excess of seven days until such repairs/maintenance are completed.

X _____
 Tenant Date

-OFFICE USE-

Approved _____
 Date