



**\*Please Note\***  
 You need the latest version of Acrobat Reader  
 to fill out and submit this form online.  
[Click here if needed](#)

### MAINTENANCE REQUEST FORM

Property Address:

Work Order No:

Member's Name	Unit Number	Date	
Email	Home Telephone	Mobile Telephone	Business Telephone

**Description of work required**

1.	
2.	
3.	
4.	
5.	
<b>48 hours written notice will be provided before entry to your suite. If you do not receive a response or visit from maintenance staff within 48hours of the date received, please contact the Management Office at (416) 924-6294 during business hours or the Security Office at (416) 990-7731 in case of an emergency</b>	

SERVICE REPORT – BUILDING STAFF TO COMPLETE			
Date Received	Maintenance Manager	<input type="checkbox"/> Urgent <input type="checkbox"/> Non-urgent	Date responded to Member
<input checked="" type="checkbox"/> In-House	Description of work, including materials used		
<input type="checkbox"/> Contractor(s) Required	Name of Contractor	Purchase Order No.	
Date all work completed		Maintenance manager's signature	

(opens your email to send completed form)