

THE TENANT'S GUIDE TO RENTING



What you need to know
before you rent

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A Tenant's Responsibilities

General Tenant responsibilities include:

1. Paying the rent on time
2. Keeping the rental unit clean and sanitary
3. Using all gas, electrical and plumbing fixtures properly
4. Paying for, or repairing damages incurred by the Tenant
5. Not to remove any items from the structures or buildings without permission
6. To use the premises for its legal purpose
7. To keep all smoke alarms in good working order and notify the Landlord if any repairs to the alarm are needed
8. Obtain approval before making any changes to the rental unit or installing any alarms or security systems



Tenant Rights

The Tenant has the right to expect a livable rental unit. Livability means that the unit should:

- Be weather and waterproof
- Have working plumbing
- Provide enough hot and cold running water
- Have a working heating system
- Have an electrical system in good working condition
- Be free rodent/insect infestation
- Have sufficient trash cans
- Have floors, stairways and railings in good condition
- Have natural lighting in every room
- Have working windows that open at least halfway or mechanical ventilation
- Have safe fire or emergency exits leading to the street or hallway
- Have a working deadbolt lock on the main entrance
- Have working security devices on windows
- Have working smoke detectors



Tenants also have the right to quiet enjoyment and exclusive possession of the rental unit. For more information on this, all Tenants and Landlords should visit www.Tenantsinfo.com.



Researching Your Prospective Landlord

Just as a Landlord conducts due diligence on prospective Tenants in the form of Tenant screening, background and reference checks, so should a Tenant conduct some due diligence on a prospective Landlord.

1. Who owns or manages the rental?

Get the full name and address of the Landlord, you will need to know this information for rent payments or if there are any disputes. Look them up in the yellow pages or online.

- How long have they been in business?
- Are you dealing with professionals?
- How many vacancies are there? If too many, that might be indicative of management problems.
- Were you interviewed in an office?
- Did the Landlord conduct him/herself in a professional manner?
- Did he/she have a business card?



2. Are they current on the mortgage? Have they ever filed for bankruptcy or had a foreclosure?

The Landlord may refuse to disclose this information, but you should ask nonetheless. If you are looking at renting long term, you will want to confirm that the Landlord is up to date on all payments with no prior problems to ensure long-term security.

Be upfront and let them know this is why you are asking. This will also let the Landlord know that you are serious about renting.

RED FLAG: Possible indicators of financial deficiency can be lack of maintenance, minimal or no upkeep to the property or rental accommodations, no Tenant screening, and refusal to spend money on rectifying any existent deficiencies.

3. Is the Landlord planning on selling?

Again, if you are looking for a place to live long term, ask the Landlord if they plan to sell the rental property. You do not want to move in first and find out later, especially if any potential buyers do not plan to use the property for rental purposes.



4. Has the rent been discounted, if so why?

Having a discounted rent payment may sound appealing, but you need to find out why. Quite often, this means that the Landlord has had a problem renting out the property. This could be due to a number of factors such as:

- An increased number of rentals in the area
- Unsafe neighborhood
- Problems with the rental property
- Problems with neighbors
- Rowdy Tenants, especially if the dwelling is an apartment building



RED FLAG Seeing a discounted advertised rate should serve as a red flag for you, so conduct your due diligence and determine if it is a suitable rental.

Know Your Information and Have it ready

These days, most Landlords conduct Tenant screening and reference checks when deciding on a renter. It is best to be prepared, have the proper identification available and know your information.

1. Filling out a rental application

It is standard procedure for Landlords to have prospective Tenants fill out a rental application. Here are a few of the most common pieces of information you will need to have:

- Name
- Address,
- Date of birth,
- Driver's license

In some provinces, it is not legal for a Landlord to request either the date of birth or social security number.

For more information, please refer to your state Landlord/Tenant laws at <http://www.Tenantsinfo.com/links.html>

Make sure the rental application form is legible and filled out in its entirety. If the information cannot be read or if you leave spaces blank, the Landlord may reject your application.

Also, be prepared to show two pieces of identification, one being picture ID, as the Landlord may want to confirm the information filled out on the rental application.

RED FLAG: When a Landlord does not conduct due diligence on you, then you can bet he does not do it on other applicants either. Therefore, you must ask yourself, who are my neighbors and what is their background? Are my family and I safe?



2. Know your credit history

As part of a Tenant screening, Landlords may run a credit, criminal and/or eviction search on the prospective Tenant. Usually at the bottom of the rental application, you will see a consent area that you would sign and date giving permission to the Landlord to do so.

Before meeting with the Landlord, you should order a copy of your credit report. Know and understand what information is on it so you will be prepared should the Landlord have any questions or concerns. Be up front about any late payments, delinquencies or derogatory information and discuss this with the Landlord.

FYI, it is a good idea to run your credit report once per year to make sure everything is correct and up to date and to protect yourself from identity fraud and theft.

To order your free credit (one per year) report, visit:

<http://www.equifax.com/ecm/canada/EFXCreditReportRequestForm.pdf>

http://www.transunion.ca/ca/personal/creditreport/consumerdisclosure_en.page

If you are not prepared to wait on the telephone for up to 45 minutes or more, and then another two weeks to receive your free credit report, you can order it instantly online at any of the above websites for a fee.

www.equifax.ca www.transunion.ca

3. References

Most Landlords will do a reference check on their prospective Tenants. This may include personal references, employment references and Landlord references. Decide whom you will be listing as a reference and advise them prior to meeting with the prospective Landlord. Make sure you have their full name and contact information ready to provide when asked.

Other information that you may be asked to provide is a pay stub from your employer or a T4 or bank statement if you are self employed.



How to Conduct Yourself

Treat your interview with a prospective Landlord the same as if you were meeting a potential employer. A great first impression can make all the difference.



1. Dress appropriately

Present yourself in a neat and clean manner. You do not need to dress formally, but make sure your appearance is respectable. Men, try not to wear any shirts with rude or discriminatory words and pictures, Ladies nothing too revealing and short.

2. Speak professionally

Always speak in a clear, calm and courteous manner. Try to ask questions in a polite and professional manner.

3. Setting Policies that Discriminate Against Families

Even though it is illegal to discriminate against families for over 20 years, many landlord practices are far from family-friendly and are downright illegal. Excluding families because you feel children will cause more wear and tear and you prefer a "mature, quiet" environment is illegal. And while you're permitted to limit the number of residents in a unit (in most situations, two occupants per bedroom), you may not apply that standard differently when dealing with families.

The cost of this mistake can be another trip to your Lawyer's office or the Residential Tenancy Branch.

4. Be organized

Again, it is important to arrive at your interview with the prospective Landlord fully prepared. Have all information, references and identification available with you and if possible in an organizer or binder of some sort.



What to ask the Prospective Landlord

When you are looking for a place to rent, you should have a clear idea of what you want and expect. Have a list of questions ready to discuss when you meet with your prospective Landlord.

Some questions or concerns you may want to address are:

- How are repairs and maintenance handled?
- How is rent collected, in person, by mail, online or post dated checks?
- Will the lease agreement be a month-to-month or a fixed term? Ensure confirmation in writing.
- Who pays the Utilities, the Tenant or Landlord?
- What kind, if any, Security is available? Do windows and doors have proper locks that ensure personal safety & security?
- If you wish or need to end the tenancy early, are you allowed to sublet?
- Modifications; is any personalization of the rental unit allowed, such as paint and wallpaper? If a yard is available, can a garden be planted?
- Are pets allowed? You may not have one, what about your neighbors?



If you do end up signing a lease with a Landlord and these issues are covered, make sure you get them in writing in the lease to avoid any confusion.

For further questions that you may wish to ask regarding your personal safety, please refer to Crime Free Multi Housing on page 8.

Reporting Your Tenant Pay Habits can be a Good Thing!

TVS Tenant Verification Service Inc. is one of the leading Landlord/Tenant reporting services in North America that benefits Tenants. Advise your Landlord that you would like to establish a good Tenant history, and that your timely pay habits can be reported to www.Tenantverification.com . This can counteract a bad credit history and therefore afford you a greater opportunity at obtaining better living accommodations.

Landlords are interested mostly in whether or not rent payments are made on time, if you can show good rent pay habits you are more likely to have your application for rent approved.

This is a great benefit for Tenants because:

- Reporting good rent pay habits establishes a good Tenant history, which is an obvious benefit when applying for new living accommodations.
- Landlords are mostly interested in Tenant worthiness. i.e. Do you pay your rent on time? If you have a good Tenant history but a bad credit history, most Landlords would likely accept you as a Tenant. They care mostly that you make your rent payments in a timely manner.
- TVS offers a Certificate of Satisfactory Tenancy. A Landlord can present this to a Tenant at the end of the lease period demonstrating where rent payments have been made on time and all obligations of the lease have been met. Tenants can then show this to future Landlords. It can be verified at www.Tenantverification.com .



Your Landlord can obtain more information at www.TenantVerification.com or by calling toll free at 1-877-974-9328 and speak with a live representative.

Always pay the rent on time in accordance with the terms of the lease. Respect the rental property and any other neighbors, this will benefit you and help to determine your Tenant worthiness in the eyes of a Landlord, which can be reported to a future Landlord.

In essence, what we are talking about is credit & Tenant responsibility and accountability; these are key factors in being a good Tenant.

Tenant Advocacy Groups

There are numerous Tenant advocacy groups across Canada. These groups have been around for many years and are beneficial and informative for Tenants, especially if a Tenant is experiencing problems with a Landlord.

The following is a list of topics to address when consulting a Tenant advocacy group:

- Tenants' rights information
- How to resolve disputes and conflicts with a Landlord
- Legal information for Tenants
- Information on evictions
- Information regarding section 8 or low income housing
- How to handle repairs with your Landlord
- Information on rent control and stabilization
- Information on security deposits and how they are managed
- Information on affordable housing
- Information on safe, healthy living
- Publications and news items
- Changes in the laws with regards to Tenants and Landlords
- Information on municipal and local bylaws
- Workshops that are offered to educate on Tenants rights

Joining a Tenant's advocacy group joins your voice with others. If you live in an apartment building or condominium, you may want to form your own association or group within the building if one does not already exist. Voice your ideas and concerns, and as a group approach the Landlord with these. Being reasonable and making every effort to work with the landlord to settle an issue is usually the best solution.

The following website links provide you with information that can benefit your future:

http://www.ehow.com/list_6653743_landlord-tenant-rights-canada.html



Crime Free Multi-Housing

Crime free multi-housing is a program that has been around since 1992. It was first developed in Mesa AZ, but has since spread to thousands of cities across North America and other cities and countries in the world. The idea behind crime free multi-housing is to reduce crime, drugs and gang activity in multi-housing units such as apartment complexes.

There are three steps to complete under the guidance of a local police department, upon successful completion; the Landlord is then certified. If you are looking to rent in an apartment complex, ask the Landlord if they have been certified by Crime Free Multi Housing, and/or does the building meet Crime Free standards?

There are many benefits to living in a complex where the Landlord has gone through the Crime Free Multi-Housing certification. It is hoped that if enough Tenants demand Crime Free Housing, that every Landlord will willingly participate in this program for the safety and security of their Tenants, you have a right to live in a crime free environment.

These benefits include:

- Reduced drug and other illicit activity
- Reduced gang activity
- Ongoing security management and monitoring
- Adequate locks on doors, windows, and proper lighting that help to prevent intrusion.
- Proper maintenance of the surrounding landscape
- Resident screening to help weed out bad and criminally active Tenants
- Reduced risk to health and safety of Tenants in regards to marijuana grow ops and methamphetamine labs.

The crime free multi-housing program has proven successful in the communities where it has been implemented.

So remember, as part of your due diligence when searching for new rental accommodations, inquire about Crime Free Multi-Housing and Crime Free Standards, and refer the Landlord to <http://www.crime-free-association.org/multi-housing.htm>.

Breaking a Rental Lease: Planning Ahead

Sally Anderson is a writer and editor based in Seattle.

Even the most fastidious Tenant might at some point have to break a long-term lease because of a job transfer, a health problem, or eloping to Ethiopia. If you have any suspicion that you might have to move out before your lease term is up, the best way to head off problems is to tailor your rental search accordingly. Even if you are midway through your term, these tips will help you through the process of an early breakup with your rental.

1. Look before you lease

While you are perusing that crisp new lease, on the verge of committing yourself to a yearlong rental, hold that teetering pen a minute. If the term of your lease seems dicey for any reason, consider a shorter-term rental or a month-to-month contract. You will sacrifice some security—rents can rise between renewals, or your Landlord may decide not to renew—but the bucket of money you will save versus breaking a long-term lease is worth the price of some nail chewing, or even a slightly higher rent. (This type of agreement is also riskier for Landlords, since it costs them extra time, energy, and money to fill more frequent vacancies.)

Another solution may be to rent from an individual rather than a corporation. Despite their best intentions, managers of rental complexes often have less flexibility to negotiate when a Tenant has to vacate before the lease is up.

As with most contracts, lease guidelines vary by state. Members of the military, for example, can in some states, under some conditions; legally “break” a lease without repercussions, but even this is not a universal truth. Find out what your rights and options are. State guidelines are easy to find on the Web.

2. Negotiating an Early-Release Clause

Any lease agreement worth the price of admission will spell out your and your Landlord's obligations if one of you breaks a lease term. However, even if you hope to stay in your rental until death do you part, it is smart to add an “early-release clause” in case an emergency arises.

Most early-release clauses state that in case of early departure, the Tenant owes one or two months of extra rent or will be responsible for payments until a new Tenant is found whichever happens first. The Tenant's security deposit may also be forfeited, if allowed by the state. This may sound painful, but keep in mind that we are talking about breaking a legally binding contract, and try to be humble. In most states, Landlords are not required to negotiate terms not covered in the original lease or

subsequent written amendments. This gives you extra reason to be polite and reasonable during lease negotiations. If a problem does occur in the future, your Landlord will know that your heart is in the right place.

3. Running on Empty

Suppose you signed a boilerplate lease with no early-release clause, and you have been in your new place for three months. Suddenly you have a job offer you cannot refuse, but it is in Toronto and you are in Vancouver; or you take a sudden, fatal hit on your income and cannot afford your monthly rent; or your apartment turns out to have mildew problems and your Landlord has ignored your health complaints. **Here are some do's and don'ts to help you make the best of things when you are running on empty.**

DON'T....

...Take off without notice. Think of every rental experience as being married to your credit report. If you skip out, not only do you lose the chance to build up your credit, but it can also create a deep, dark gouge in your credit report, affecting your future ability to qualify for a credit card or buy a house or car.

..."Pretend" you are still a Tenant. Your Landlord deserves to expect that his property is occupied, and it is almost certain that your lease states that as a condition. Believe it or not, it's not all about money: If you vacate, the law is rarely on your side, even if you're religious about sending payments. You can be held in default, and your Landlord may have legal claim to your belongings.

...Be defensive about negotiations. The point here is to accomplish three things: 1) move; 2) maintain a good Landlord-Tenant relationship; and 3) avoid blemishing your credit history. The quickest way to guarantee a bad ending is to come out of the wild blue threatening a lawsuit, especially since you probably would not come out as the winner.

DO...

...Be straight-up. If your reason for wanting to move might be fixed with a putty knife or an honest conversation, make an appointment to talk with your Landlord. Do not be shy; this is your home.

...Treat your Landlord with respect. Let him/her know as soon as possible that you might have to break your lease, so that you can discuss the possibilities and they can get started on finding a replacement. In most states, Landlords are required by law to make an earnest effort to fill vacancies, even if a Tenant breaks a lease.

...Ask your Landlord if he/she is amenable to a new leaseholder or sub lessee taking over the remainder of your lease. (The new Tenant would be subject to his/her approval, of course.) If this was disallowed in the original lease and he/she agrees to an amendment, be sure to put it in writing, with both of your signatures, and do not walk away without a copy. A cautionary

NOTE: If you sublet, as the primary leaseholder you will still be responsible for future rent payments, property damage, and the like if the sub lessee defaults on payments. If a new Tenant becomes the leaseholder, you are out of the picture. While that might make you happier, either option is preferable to being unprotected.

Show your Landlord that you care. Offer to locate a new sub lessee or leaseholder yourself. Contact friends, family, and coworkers for leads, and be willing to place—and pay for—ads.

Be first to bring up compensations for your Landlord for the trouble your situation presents to hi/her, using the early-release clause guidelines as a starting point.

4. Disputes and Other Worst-Case Scenarios

If your efforts to negotiate go bust, what is the worst that could happen? You could end up being forced to stay or forced to pay, depending on the wording of your lease. If you vacate without an early-release clause, in addition to continuing responsibility for monthly rent you might have to pay for your Landlord's advertising, cleaning, and other costs.

When a Tenant breaks a lease, the law is almost invariably on the Landlord's side, so you can be sure that pursuing a solution in small claims court would add to your debt rather than come to your aid. If you have tried negotiating and your Landlord still will not give an inch, your final option may be to contact a mediator. Mediators are usually publicly funded and available free or at low cost. To find out whether one is available in your area, contact the office of your mayor or city manager and ask to talk with someone about housing disputes or Landlord-Tenant mediation.

If your dispute stems from your Landlord not abiding by the lease terms—say, by not fixing a leaky ceiling or ignoring an environmental hazard—again, try first to iron it out with a discussion. If this ends in a standoff, for health-related issues contact your local Health Department. They will do an inspection and, if necessary, pursue action against the Landlord themselves, without your having to get involved or break your lease.

5. From stress to success

Moving is stressful even under the best of circumstances, if you have to break a legal contract, address your Landlord with respect and willingness to compromise. You might both get what you want.

The 4 keys to Great Credit

Your credit history can make or break you when trying to convince lenders you are a good risk. Here is how to build the best record you can—before you need it.

By Liz Pulliam Weston, edited for Canadian version.

Getting credit when you do not have any—or when you are recovering from a credit disaster, like bankruptcy—can be daunting.

Without a good credit history, it is hard to get new credit. But without credit, it's tough to build a good credit history, but far from impossible. Every day, people take steps that establish and improve their image in the eyes of lenders. So can you. Here is what you need to do:

1. Open checking and savings account

Having these bank accounts establishes you as part of the financial mainstream. Lenders want to know you have a checking account available to pay bills, and a savings account indicates you are putting aside something for the future.

Opening bank accounts is something you can do even if you are too young to establish credit in your own name. Until you are 18, you cannot legally be held to a contract, so any credit you get will have to be through an adult—either someone who co-signs a loan for you, adds you to their credit cards or opens a joint account with you. Having bank accounts, though, gets you started on the right path and gives you practice in managing your money.

2. Get your credit report—if you have one

Next, you need to find out how lenders view you. Most base their decisions on credit reports, which are compiled by for-profit companies known as credit bureaus. You are entitled to a free credit report from the two major bureaus each year.

Typically, a credit report includes identifying information about you, such as your name, address, Social Insurance number and birth date. The report may also list any credit accounts or loans opened in your name, along with your payment history, account limits and any balances you owe. If you are young or newly arrived in Canada, you may not have a report or it may have little information. If you have had credit problems, your report will list them.

3. Fix any errors or omissions

Some credit reports include errors—accounts that do not belong to you or that include out-of-date or misleading information. You should read each of your three reports and note anything that is incorrect.

Negative information, such as late payments, delinquencies, liens, and judgments against you, should be dropped after seven years. Bankruptcies can stay on your report for up to 10 years.

Once you have a list of problems, ask the bureaus to investigate errors listed on their reports. You can use the form that came with your report if you received it by mail, or use the Web link if you accessed your report on the Internet.

4. Add positive information to your report

The more information you can provide about yourself, the more comfortable lenders may feel extending credit to you. In addition, certain information—such as having the same job or address for a few years—can make you appear to be more stable in lenders' eyes. While this information isn't used in creating your credit score, it's often used by lenders in addition to credit scores to make lending decisions. You may also find that your report does not include credit accounts or other information that it should.

**TIP: The information in this link gives you an insight that you could benefit from.
Great information!**

http://publications.gc.ca/collections/collection_2009/acfc-fcac/FC5-8-25-2008E.pdf

Information to look for when reviewing your credit report

1. Is your employer and your job title listed? If you have had the job less than two years, your previous employer and job title should be listed as well.
2. Is your address listed and correct? If you have been there less than two years, is your previous address listed as well?
3. Is your Social Insurance Number listed and correct? This is the way most lenders will identify you.
4. Is your telephone number listed and correct? Many lenders may not extend credit if they cannot call you to verify information.
5. Does your report include all the accounts you have paid on time? Some lenders do not report regularly to credit bureaus, and some report to only one. You can ask the creditor to report the account to a bureau that does not list it. If the creditor refuses or does not respond, you can send a letter to the bureau with a copy of your latest statement and cancelled cheques to prove you are paying on time.

There are three common routes for establishing new credit:

1. Apply for department store and gas cards.

These are usually easier to get than major bank credit cards such as Visa or MasterCard.

2. Consider taking out a small personal loan from your local bank or credit union and paying the money back over time.

The bank may require you to put up some collateral—such as the same amount you are borrowing, deposited into a savings account. But the loan, if reported to the credit bureaus, can still help build your credit history. Make sure that it will be reported before you borrow the money.

3. Apply for a secured credit card.

These work something like the loan described above: You deposit a certain amount at a bank, and in return, you are given a Visa or MasterCard with a credit limit about equal to the amount you deposited. Avoid any card that charges a big upfront fee for processing your application or a high annual fee.

Once you have credit, use it right.

- Charge small amounts on each card—but never more than you can pay off each month. You need to use credit regularly to establish your credit history, but there is usually no advantage to paying interest on those charges.
- Once you have been approved for one card or loan, do not rush out and apply for several more. Applying for too much credit will hurt, rather than help, your score.
- Pay your bills on time, all the time. This includes household bills such as utilities and telephone as well as your credit card bills and loans. Late payments on any of these accounts can wind up in your credit report, and can really hurt your credit score, the three-digit number widely used by lenders to evaluate your creditworthiness.
- Do not max out your credit cards. In fact, do not even come close. Try to avoid using more than 30% or so of the credit you have available to you—even less, if you can. Your credit score measures the difference between the credit available to you and what you are actually using. The smaller that gap, the more it hurts your score. Lenders will worry that you are becoming overextended and will not be able to pay your bills if you charge too much.
- Do not become an Identity Theft Victim: <http://www.criminalfraud.com/identity-fraud.php>

Housing Finder Checklist

Am I Prepared

- Do I have driver's license? Yes No
- Do I have personal, Landlord and employment reference information? Yes No
- Did I bring pay stub, T4, or latest bank statement? Yes No

Questions for Landlord

- Does rental conform to Crime Free Housing Standards? Yes No
- Are there secure door and window locks? Important! Yes No
- Are there any current maintenance issues that need to be rectified? Yes No
- Is there proper lighting in rental, in hallways, stairways and in parking lot? Yes No
- Is subletting allowed? Yes No
- Are modifications such as painting allowed? Yes No
- Is Landlord current on mortgage? Yes No
- Has Landlord ever had a foreclosure or bankruptcy? Yes No
- Does Landlord plan on selling? Yes No
- Do they report Tenant pay habits to TVS Tenant Verification Service Inc.? Yes No
- Are pets allowed? Yes No
- Has rent been discounted? If so why? Yes No

How are repairs and maintenance handled? _____

How is rent collected; in person, by mail, online or post dated checks? _____

Who pays utilities, Landlord or Tenant? _____

Location Information

Some questions for Landlord, others are for own due diligence.

- Is there a school close by? Yes No
- Is there a hospital or medical facility close by? Yes No
- Is there shopping and amenities close by? Yes No
- Are surrounding houses neat and orderly? Yes No
- If apartment... are balconies, hallways, laundry and grounds kept up? Yes No
- If apartment... do neighbors seem loud? Yes No

Property Information

Prospective rental property address: _____

Landlord's name: _____ Phone number: _____

Monthly rent amount: _____ Security deposit amount: _____

Leasing Information

- Is lease in writing and has it been reviewed Yes No
- Are all issues and concerns covered in the lease? Yes No
- Has a move in inspection form been completed? Yes No

Notes:

Move In Checklist

It is a good idea to take photos for verification

Good/Clean				Good/Clean				Good/Clean			
	Y	N	Repairs Needed		Y	N	Repairs Needed		Y	N	Repairs Needed
KITCHEN				BATHROOM				LIVING ROOM			
Doors				Doors				Doors			
Floors				Walls				Walls			
Stove				Floor				Ceiling			
Refrigerator				Toilet				Floor/ Carpet			
Counter Tops				Sink				Elec. Fixtures			
Sink				Tub/Shower				Closet/Shelves			
Elec. Fixtures				Elec. Fixtures				Furniture			
Window				Closet/Shelves							
Cabinet				Furniture							
Furniture											
Other											
BEDROOM #1				BEDROOM #2				BEDROOM #3			
Doors				Doors				Doors			
Floor/Carpet				Floor/Carpet				Floor/Carpet			
Elec. Fixtures				Elec. Fixtures				Elec. Fixtures			
Closet/Shelves				Closet/Shelves				Closet/Shelves			
Furniture				Furniture				Furniture			
Windows				Windows				Windows			
Walls				Walls				Walls			
DINING ROOM				MISCELLANEOUS				MISCELLANEOUS			
Doors				Screens				Patio/Deck			
Walls				Blinds				Built in Vac.			
Floor/Carpet				Porch				Drapes			
Elec. Fixtures				Stairs							
Closet/Shelves				Smoke Det.							
Windows				Yard							

Tenant's signature _____

Date _____

Landlord's signature _____

Date _____

Tenant Request for Maintenance Form

INSTRUCTIONS

All requests for maintenance or repair must be in writing.

Please complete this form and mail, fax or deliver to the Landlord's address.

If the repair is an emergency, please contact Landlord immediately.

Date: _____ Time: _____

Address: _____

Problem or work required: _____

If the repair relates to any of the following appliances, please list the make and model.

Stove _____ Oven _____

Dryer _____ Dishwasher _____

Hot Water Tank _____ Washer _____

Microwave _____ Fridge _____

Air Conditioner _____ Furnace _____

Tenant Name(s): Home Phone: _____ Work: _____ Cell: _____

Access to property: _____ Take a key Tenant will be home

Tenant's preferred time and date for repairs: _____

I hereby give permission to the Landlord and/or its trade's people to enter the property with the keys and make the necessary repairs if I am not present.

Tenant's signature _____ Date _____

The above maintenance and/or repairs have been performed satisfactorily.

Tenant's signature _____ Date _____