



HANNAH PROPERTY MANAGEMENT LTD.

40 Wynford Drive, Suite 316, Toronto, Ontario M3C 1J5 Tel: 416.484.7786 Fax: 416-484-9998

BUILDING ADDRESS		SUITE NO.
RESIDENT'S NAME	HOME PHONE	
REQUEST FOR MAINTENANCE	BUSINESS PHONE	
DESCRIPTION OF WORK REQUIRED		

PLEASE SUBMIT TO SUPERINTENDENT OR FAX TO MANAGEMENT OFFICE

REQUEST AND AUTHORIZATION FOR MAINTENANCE

RESIDENT'S CONSENT

I WISH TO HAVE THE DESCRIBED MAINTENANCE ATTENDED TO AND I HEREBY AUTHORIZE HANNAH PROPERTY MANAGEMENT LTD. TO ENTER MY PREMISES. SHOULD IT BE NECESSARY TO USE A SERVICE AGENCY OTHER THAN PROPERTY MANAGEMENT OR SHOULD MORE THAN ONE VISIT BE REQUIRED FOR CORRECTION, I ALSO SIGNIFY MY CONSENT.

RESIDENT SIGNATURE _____ DATE _____

I HEREBY AUTHORIZE THE DESCRIBED WORK TO BE COMPLETED AND I AGREE THAT I WILL BE RESPONSIBLE FOR ALL COSTS INCURRED. SHOULD THE WORK REQUESTED NOT FALL UNDER THE OBLIGATION OF THE LANDLORD.

RESIDENT SIGNATURE _____ DATE _____

FOR USE BY HANNAH PROPERTY MANAGEMENT LTD.

PLEASE ORDER THE FOLLOWING GOODS / SERVICES

▪ SUGGESTED SUPPLIER / TRADESMAN: _____

P.O. NUMBER _____

NAME & ADDRESS _____ DATE ORDERED _____

DATE REQUIRED _____

MAINTENANCE MAN _____ DATE ASSIGNED _____ DATE COMPLETED _____

QUANTITY	DESCRIPTION	PRICE

REQUISITIONED BY _____ SIGNATURE _____ APPROVED BY _____ SIGNATURE _____

WHITE - OFFICE YELLOW - SUPERINTENDENT PINK - RESIDENT