

Repair Request

To be completed by landlord

Date & time of call _____ Received by _____
Tenant name(s) _____
Address _____
Phone _____

Describe each needed repair:	Urgent?	Est. date of completion
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____

Special Instructions _____

We will make repairs as soon as possible, in order of seriousness and the date of the request. Even to make requested repairs, we are required by law to provide 12 hours advance notice of entry in person, by note or by telephone/answering machine (24 hours in the cities of Madison and Fitchburg). Tenants may waive such notice on a case-by-case basis, but are entitled to timely repair in any case.

☐ Notice given - Date _____ Time _____ Init. _____ (If written notice given, attach copy)

To be completed by tenant

So that we may be able to enter for repairs marked urgent within 12/24 hours of your request, do the tenants authorize the worker to enter with less than 12/24 hours' notice to make the repair? (This waiver of advance notice **only** applies to the specific repairs listed above.)

_____ Yes, less notice is acceptable. _____ No, I will need the normal advance notice.

Tenant signature _____