

Help us help you

When you have a non-emergency maintenance issue, please fill out this form and send back to our office. You may give it to your Superintendents to fax to our office at 519-752-9365 attn. property manager, scan and e-mail it to your property manager, drop off at our office location or mail. Additional copies of this form are located on our website at www.gkyork.ca

Request for Maintenance Form

Date of Request: _____ Tenant name: _____

Address: _____ Unit # _____ Tenant contact # _____

Emergency Contact # _____

Area of repair: _____

What is the concern? _____

Priority of Repair: High: _____ Med: _____ Low: _____

Consequence (Potential Hazard) _____

Faxed/Emailed to G.K York Management: Yes: _____ No: _____ Date: _____

By submitting this form, I hereby give GK York and their contractors permission to enter my unit for repairs

For Office use only:

Date faxed to Superintendent: _____ Date-rec'd from Superintendent _____

Date - Follow up with tenant _____ Comments _____

For Superintendent use only:

Date of completion: _____ Comments _____

_____ Date form returned to office _____