

**Ellwood House Ottawa Inc.**  
**Unit Maintenance Request Form.**

Please fill out one form for each request. Thank you.

**Date:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

**Tenant Name:** \_\_\_\_\_

**Repair Request**

**Please Specify Room**

- Plumbing
- Carpentry
- Doors
- Electrical
- Windows
- Painting
- Walls
- Other: \_\_\_\_\_

- Bathroom
- Bedroom
- Living/Dining Room
- Hall
- Kitchen

**Description of work requested:**

---

---

---

---

~~~~~  
**Disclaimer:** We aim to complete all maintenance requests within thirty (30) days or less, dependent on the nature of the service required. Please note that a charge back to the tenant may result if the contractor/company is paid to assess, repair, and /or replace any Ellwood House property due to the abuse, neglect, or no fault found with the Ellwood House. Normal wear and tear, is covered by Ellwood House. If you have any questions about a potential maintenance service or would like to follow up on a submission, please contact the office. Thank you for your prompt maintenance request.

---

**THIS SECTION FOR OFFICE USE ONLY**

Assessment / Repair by: \_\_\_\_\_

Date: \_\_\_\_\_

Action of Resolve:

---

---

---

---

\_\_\_\_\_  
Managers Signature