

## HOUSING REPAIR REQUEST and Tracking form

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Address of house where repair is required:

Details of repairs or maintenance needed:

How did the problem occur?

When did you notice the repair was needed?

Please check all that apply:

- I fixed it myself temporarily
- I minimized further damage (putting a bucket under a drip, wiping up mold etc.)
- I called Band Housing right away.
- I called a professional to fix it, (\*\*only do this with authorization from Housing Manager)
  - I paid for it myself (asking for reimbursement)
  - The band will receive a bill

### OFFICE USE ONLY BELOW

Actions taken:	Provide details, name of contractor, service date etc
Cost:	
Authorized by:	

Was this problem caused by the tenant? If yes, provide details


Is tenant responsible for cost of repairs? Check one, YES \_\_\_\_\_ NO \_\_\_\_\_