

## IN-SUITE MAINTENANCE REQUEST FORM

Use this form **ONLY for Repairs which are the Corporation's Responsibility.**  
*If unsure of responsibility please check with the Superintendent or the  
Management Office.*

Name: \_\_\_\_\_ Suite: \_\_\_\_\_

### CONSENT OF RESIDENT TO ENTER SUITE

I wish to have the maintenance item(s) listed below attended to and hereby authorize YRCC 616 to enter my suite. Should it be necessary to use a service agency other than YRCC 616, or should more than one visit be required to complete this work, I hereby also signify my consent.

Should it be necessary to use a service agency other than YRCC 616, an agent of the Corporation (Superintendent, Management or contracted Security Guard) will accompany the service agency representative(s) if I, or my representative, is/are not available.

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

Home Phone: \_\_\_\_\_ Business/Cell Phone: \_\_\_\_\_

### DESCRIPTION OF WORK REQUESTED

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### FOR OFFICE USE ONLY

Comments: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_