Kingston & Frontenac Housing CORPORATION

119 Van Order Drive, Kingston, ON K7M 1B9 ✭ Fax (613) 546-9375 ✭ Phone (613) 546-5591 www.kfhc.ca

MAINTENANCE REQUEST FORM

Date	**Time**	**Additional Notes**	**W.O.** ☐ **Move In** ☐ **Move out** ☐
Tenant's Name			
Address		**Permission to Enter** (*Tenant's signature required*)	
Phone Number		Rental	
Contact Name (office use)	**Contact Number** (office use)	**Paged** (office use)	

PLEASE DESCRIBE BELOW YOUR MAINTENANCE CONCERN

ACTION REQUIRED/ACTION TAKEN

Contractor	**Work Order #**