

Address: _____

Date: _____

Report by: _____
(your name)

This written report is made by the tenant (or co-tenant) of the above address on this date. This report is only to be completed if the severity of the repairs required are of a slowly degrading nature (such as a staining ceiling, or rotting window frame), and not an emergency (like a sparking electrical switch, fire, broken pipe). Should the severity of the repairs required be an emergency in nature, you are required to immediately contact the appropriate 911 emergency service to advise the situation, rather than document it herein. Please keep a copy of this report for your records, and provide the original to Keith Miller Realty (addressed, dated, named, and signed). Keith Miller Realty will choose the contractor they wish to do the work in their own time. You are required to advise Keith Miller Realty when you are making your apartment available for workpeople to make the noted repairs. You are not authorized to choose your own contractor for the job, nor are you authorized to take the cost of doing the work off of your rent owed if you chose to do the work yourself.

ROOM:		Repairs required:
	Ceiling	
	Walls	
	Floors	
	Doors	
	Windows	
	Cupboards	
	Trim	
	Electrics	
	Heating	
	Plumbing	
	Sink	
	Bath	
	Toilet	
	Fire Alarms	

Tenant (signed): _____