



# TENANT REPAIR REQUEST FORM

INC.

BEPTAL

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A. TODAY'S DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_

PERSON REQUESTING REPAIR: \_\_\_\_\_

## DESCRIPTION OF REQUESTED REPAIRS

B. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Date repair is scheduled for: \_\_\_\_\_ AM or PM

Person doing repair: Eduardo: Yes / No Outside Service: Yes / No

If outside, who: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Contact: \_\_\_\_\_

Date repair completed: \_\_\_\_\_ Inspected by: \_\_\_\_\_

D. **IMPORTANT NOTICE TO TENANT**  
In the event of repairs resulting from damage or misuse by tenant, a service fee is applied.

E. Tenant acknowledges satisfactory repair: \_\_\_\_\_  
Tenant Signature