

# TENANT'S REQUEST FOR REPAIRS

**INSTRUCTIONS TO TENANT:** Please send one copy to your landlord and one copy to the:

**RESIDENTIAL TENANCIES BRANCH**

113 – 59 Elizabeth Drive, Thompson MB R8N 1X4

Tel. No. 204-677-6496 Toll Free: 1-800-229-0639 Fax No. 204-677-6415

## TENANT INFORMATION

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

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## LANDLORD INFORMATION

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

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY THE TENANT FOR THE BRANCH'S INFORMATION**

a) When did you move into this rental unit? \_\_\_\_\_

b) How much is your monthly rent? \_\_\_\_\_

c) Do you owe the landlord any rent? \_\_\_\_\_

d) Have you given the landlord notice that you are moving? \_\_\_\_\_

e) Has the landlord given you notice to move? \_\_\_\_\_

If the answer to (d) or (e) is YES, when are you moving? \_\_\_\_\_

f) Have you asked the landlord to do these repairs? \_\_\_\_\_

g) Have you contacted any other office about these repairs? \_\_\_\_\_

If the answer is YES, which office? \_\_\_\_\_

I need repairs in the rental unit I rent from you. I believe these repairs are from ordinary wear and tear, not because of any damage my guests or I caused. I'm asking you to repair the damage properly so that it meets health, building and maintenance and occupancy standards. Please do the following repairs by:

\_\_\_\_\_, 20\_\_\_\_ (Fill in date, giving the landlord a reasonable time to do the work):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Signature of Tenant \_\_\_\_\_

Date \_\_\_\_\_

**Important Information:** A tenant may file a claim for compensation if their landlord causes an unreasonable delay in making necessary repairs. The tenant's claim may be for loss of use of a service or facility; or, for any expenses the tenant incurs as a result of the unreasonable delay. When the tenant files a claim the Branch will hold a hearing to decide if the landlord must pay compensation to the tenant.