

Homalco First Nation Maintenance Request Form



Name: _____

Phone Number: _____

Email: _____

Unit (address): _____

Date of request: _____

Please select the type of work that needs to be done:

Appliances

Electrical

Heating

Leaks

Pest Control

Plumbing

Safety

Doors and Windows

If other, please specify: _____

Description of Maintenance needed:

Office Use Only

Date request was received: _____

Approved by:

(Council)

(Housing Manager)

Tenant Signature: _____

Date Approved: _____

Time In: _____

Time Out: _____

All maintenance will be prioritized by the health and safety of the tenants. Priority will be ranked by numbers 1-3 by urgency of protecting the health and safety of a tenant. In which 1 is of highest urgency with immediate response, this could include emergencies, and 3 is of an urgency that can be carried out in the future and may be postponed until funding becomes available.