



Repair Request Form Instructions

1. **Make two copies.** You will need 2 copies of this form. Fill both in identically. Turn one copy into management/landlord. Keep the second copy for your records. You will need the copy if you decide to deposit rent at the Court.
2. Complete all of the fields in the form
 - Name
 - Address
 - Unit number
 - Best way to contact
3. Fill out the repairs being requested
 - Location if necessary (ie: top, right cabinet in the kitchen)
 - Describe what is happening (ie: bottom hinge is broken, faucet leaking in a steady stream)
 - Write in the page number. If the request is only 1 page, write Page 1 of 1. If you need additional pages for the repair description, or are including other documents, number the pages accordingly. Be sure to keep copies of any additional documents for your records.
4. Sign your name
5. Date of submission is the actual date this form is turned in to management/landlord. For example, this would be the date you hand it over to a person, drop the request into a drop box, or send in the mail. This date is important if you need to file for escrow or other court orders.
6. Check the method the form was submitted. The law specifically provides that you may provide the request at the place where you normally pay rent. R.C. 5321.07(A). Check “In person” if it was handed to management/landlord or “Drop box” if put in the after-hours box. “Mailed” includes the date the request was physically put in the mail. If the request is mailed in, you may want to call and confirm the request was received (usually 7-10 days, depending on postal service).
7. “Received by” field should be filled out if you hand this over to someone in the office. Write their name and job title in this field. If dropped in a box or mailed, do not complete this field.

Disclaimer: This document is intended for informational purposes only, does not constitute legal advice, does not necessarily reflect the opinions of The Fair Housing Center, or any of its staff or attorneys, and is not guaranteed to be correct, complete, or up to date. Your use of this information does not create a lawyer-client relationship between you and The Fair Housing Center. Consult with an attorney for legal advice.

Request for Repairs

Name: _____

Address: _____ Unit #: _____

Preferred method of contact (check one)

Phone: _____

Email: _____

Repairs being requested (describe the problem, attach additional page if necessary).

Tenant signature: _____

Date request is submitted to management/landlord: _____

Submitted via (check one): In person Drop box Mailed on date: _____

Request received by: _____ Title: _____

Repairs must be completed in a reasonable amount of time (no later than 30 days from above date) O.R.C. 5321.07. Failure to do so may result in tenant asserting their rights under Ohio law, including but not limited to filing an action in court to escrow rent, order reduction of rent, and/or repairs.

Landlord Copy

Request for Repairs

Name: _____

Address: _____ Unit #: _____

Preferred method of contact (check one)

Phone: _____

Email: _____

Repairs being requested (describe the problem, attach additional page if necessary).

Tenant signature: _____

Date request is submitted to management/landlord: _____

Submitted via (check one): In person Drop box Mailed on date: _____

Request received by: _____ Title: _____

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Tenant Copy