

## Native People of Sudbury Development Corporation

**Important:** This form is not for **urgent repairs**. The *Native People of Sudbury Development Corporation (NPSDC)* office is to be notified of urgent repairs immediately as they are needed by calling (705) 674-9996. Urgent repairs are repairs that cannot wait and must be fixed right away if safety is an issue, or more damage will occur. Examples of urgent repairs include, but are not limited to the following situations: a water leak that will not stop and which is damaging a ceiling, floor, counter or cupboard, a furnace or fridge that is not working, no power in part of the unit or electrical sparking, a smoke or Carbon Monoxide detector that is not working properly, a damaged exterior door or window that cannot be locked, a sewer backup or blocked toilet, a broken step, etc.) **Call the NPSDC office if you are unsure whether or not the repair should be considered urgent.**

### Tenant Request for Non-Urgent Repairs



**Instructions:** This form should be completed for **non-urgent repairs** required within a rental unit. Please complete this form if something in your rental unit is in need of repairs and submit it to the *Native People of Sudbury Development Corporation* office by mail, dropping it off, or by scanning and sending the request to the office by email (at [info@nativehousing.org](mailto:info@nativehousing.org)). Please call our office at (705) 674-9996 (or 1-800-300-6713 toll free) if you have any difficulties completing the form, or do not know the name of the item that requires repair.

1. Name the location within the rental unit where the repair is required (for example: kitchen, upstairs bathroom or downstairs bathroom, master bedroom, etc.)

Location of damage: \_\_\_\_\_

2. Describe what is damaged or broken: \_\_\_\_\_

\_\_\_\_\_

3. If you know, how did this happen? \_\_\_\_\_

\_\_\_\_\_

4. When did you first notice the problem? \_\_\_\_\_

5. Other comments/information: \_\_\_\_\_

\_\_\_\_\_

6. Please record your phone number so that staff from office or a contractor working for our office can contact you about this issue: ( \_\_\_\_\_ )

7: Unit address: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*Note: Requests for repairs are dealt with on a priority basis and are influenced by available budget money. Our office will contact you if we require access to the unit. Thank you for submitting this request for repairs.*

**Date received by NPSDC office:**

For NPSDC office Use