



# Gabriel Dumont Non-Profit Homes (Metro Toronto) Inc.

4201 Kingston Road, Suite 114A. Scarborough, Ontario M1E 5B3

Telephone: (416) 286-5277 Fax: (416) 286-5641

**NOTE: ONE FORM PER REQUEST ONLY!**

## REQUEST FOR WORK/WORK ORDER

Date: \_\_\_\_\_ 20\_\_\_\_  
Month Day Year

Date Stamp
HMWorkx Control Number
#

**Use this form to report maintenance problems in your unit OR common areas. One you have completed this form, please submit either a paper copy to the Property Management Office or a digital copy via email to [propertymanager@gabrieldumont.org](mailto:propertymanager@gabrieldumont.org) for processing.**

Name of Tenant \_\_\_\_\_ Unit Address \_\_\_\_\_ Phone Number(s) for contact \_\_\_\_\_

### PERMISSION TO ENTER

**I, the undersigned tenant, hereby give permission for the Landlord; GDNP Staff; and/or Contractors retained by GDNP Homes: to enter my unit to make any necessary repairs I am requesting in my unit. I understand, that in accordance with my lease agreement and the Residential Tenancies Act; I may be charged for any repairs; replacement or parts, etc, that are deemed to be from neglect or willful damage caused by myself, my visitors and or/guests.**

**Your signature:** \_\_\_\_\_

<b>Pets</b>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Secured:	YES	<input type="checkbox"/>	NO	
<b>Alarm</b>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Disarmed:	YES	<input type="checkbox"/>	NO	

Tenant's Signature \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

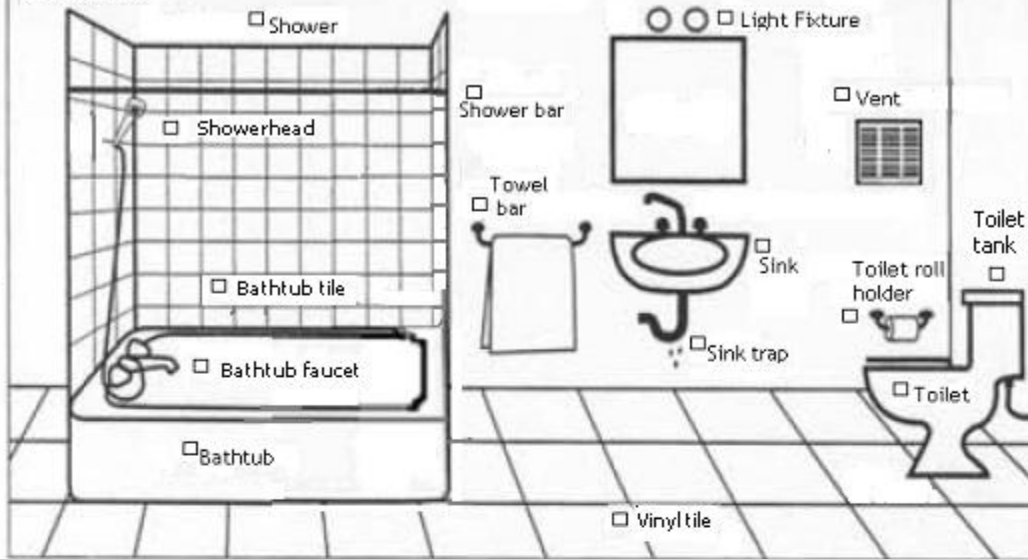
**WORK TO BE DONE** – (Be as detailed and specific as possible and remember to include the exact location of the issue.)  
**Describe the problem, use of diagram on back of page is also encouraged for reference or to indicate problem.**

Has the problem damaged your unit?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	When did the problem start?
If yes, describe the damage:					

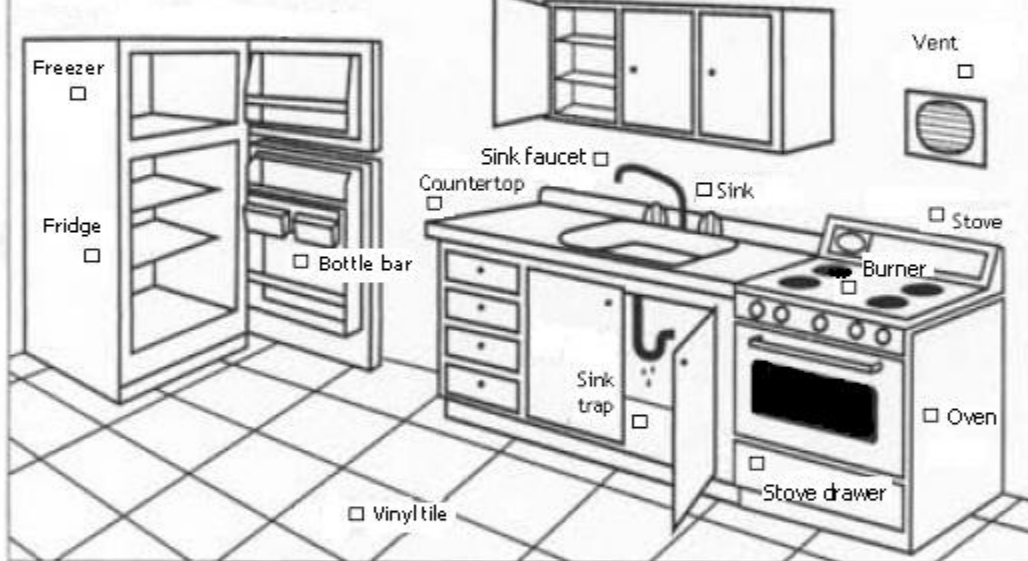
Name and Signature of staff member who completed or accompanied worker: \_\_\_\_\_

**Tel: 416.286.5277 Email: [propertymanager@gabrieldumont.org](mailto:propertymanager@gabrieldumont.org)**

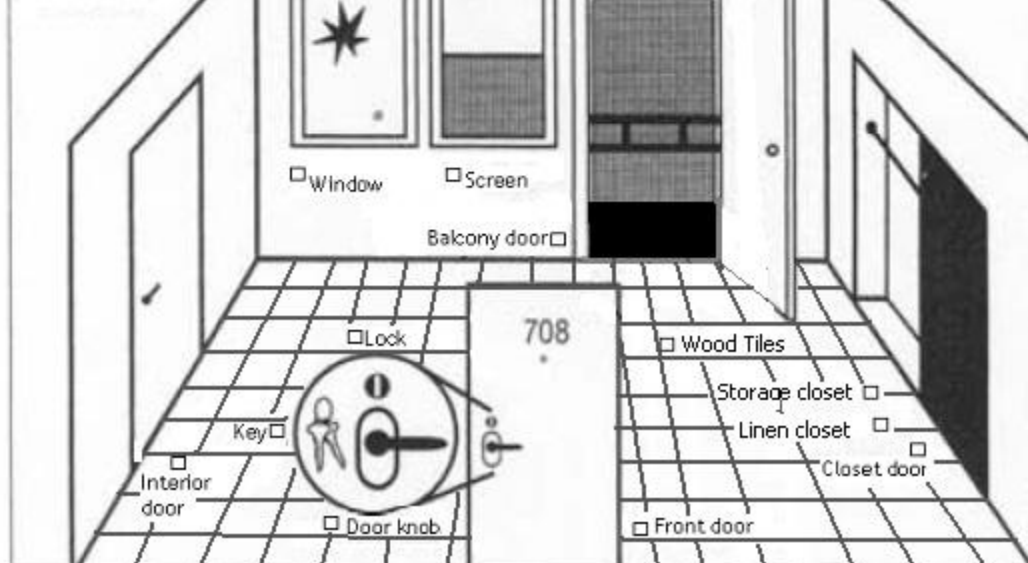
### Bathroom



### Kitchen



### Doors and Windows



### Other



Light switch



Electrical outlet



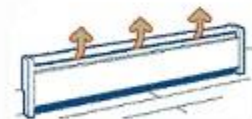
Cable outlet



CFL Light bulbs



Breaker panel



Radiator Cover



Smoke detector



Pests