

## Pensacola Housing Tenant Request Inspection Form

This form is utilized for the sole purpose to request an inspection of your assisted unit due to unresolved maintenance issues. **Always consult with your landlord first** to resolve any issues before contacting the Pensacola Housing Office.

Tenant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Tenant Address \_\_\_\_\_ Unit # \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone # \_\_\_\_\_

The tenant is requesting an inspection for the above address. The tenant has notified and provided documentation to the current landlord or property manager, in writing, of the requested maintenance request. A copy of the letter is required when submitting this form. The tenant shall allow a sufficient and reasonable amount of time for the landlord or property manager to comply with their request.

Date of request \_\_\_\_\_

The following are typical maintenance issues; you are not limited to this list  
(*check all that apply*)

___ Toilet leaking or inoperable	___ Tub clogged	___ Other _____ {describe issue}
___ Kitchen sink leaking/clogged	___ Water heater leaking	
___ Bathroom sink leaking/clogged	___ Mold present	
___ A/C /HVAC leaking	___ A/C/ HVAC inoperable {no air / no heat}	
___ Broken window(s)	___ Fire damage	
___ Ceiling leaking	___ Vermin Infestation	
___ Refrigerator issues	___ Other Appliance issues	
___ Flooring defects	___ Security issues {windows/doors}	

The Housing Office has verified that the tenant has complied with all requirements to request an inspection. Any additional information will be provided to the inspector at the time of the inspection.

Submitted to Inspection Department on \_\_\_\_\_ for scheduling.  
(Date)