



PROPERTY MANAGEMENT  
**CONNECTION**

### Tenant Request for Reimbursement/Credit

This form should be completed and submitted by a tenant requesting a reimbursement/credit. This should only be completed and submitted by a tenant when they have all information/bills to present.

PMC will not accept requests to modify the requested amount after this form is submitted.

**Please attached all relative bills, invoices, e-mails, pictures, etc for us to consider**

Tenant(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, date tenant discovered issue: \_\_\_\_\_

If applicable, date tenant notified office of issue: \_\_\_\_\_

If applicable, date issue was resolved: \_\_\_\_\_

Amount of expenses tenant incurred over and above "normal": \_\_\_\_\_

Amount requested by tenant: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature      Date      Tenant Signature      Date      Tenant Signature      Date

For requests under \$100, a response will be given by the end of the 3<sup>rd</sup> business day after receipt

For requests between \$100 and \$399, a response will be given by Friday of the following week

For requests above \$400, a response will be given within 20 calendar days

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Response to be given by: \_\_\_\_\_ (date)

**LESS THAN \$100 REQUESTED:**

Amount approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

Tenant notified on: \_\_\_\_\_ Owner notified on: \_\_\_\_\_

**BETWEEN \$100 and \$400 REQUESTED:**

Amount approved: \_\_\_\_\_

Discussed with owner by: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant notified on: \_\_\_\_\_

**OVER \$400 REQUESTED:**

Amount approved: \_\_\_\_\_

Discussed with owner by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by owner in writing: \_\_\_\_\_ (print and attach e-mail)

Tenant notified on: \_\_\_\_\_