



WASHINGTON
MAINTENANCE & REPAIR REQUEST



DATE _____ PROPERTY NAME / NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

BEST WAY TO CONTACT ME: PHONE _____ **SAMPLE** TIMES: _____ **SAMPLE** TO _____ **SAMPLE**
SAMPLE EMAIL _____ **SAMPLE**

SAMPLE **SAMPLE** **SAMPLE** **SAMPLE**

ENTRY CONCERNS: **MINORS** YES NO **PETS** YES NO IF YES, NUMBER & TYPE _____ **SAMPLE**

OTHER ENTRY CONCERNS _____ **SAMPLE**

SAMPLE _____ **MAINTENANCE OR REPAIR NEEDED:**

Heating Appliance Doors / Windows Plumbing Electric Other _____ **SAMPLE**

Exact nature of problem and cause (if known). **Be SPECIFIC!**
SAMPLE

Resident agrees that this written request authorizes Owner/Agent to enter the Premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless the repairs/maintenance are in progress and Owner/Agent is making reasonable effort to complete the repairs/maintenance, in which event Resident authorizes entry at reasonable times in excess of seven (7) days until such repairs/maintenance are completed.

By signing this request, Resident also agrees that Owner/Agent's staff may conduct a preventative maintenance inspection while in the unit and, to the extent practical, do any necessary repairs. If it is not practical to perform the repairs in conjunction with the repairs requested by Resident under this Maintenance & Repair Request, a new notice of entry will be given for the new repair work.

RESIDENT _____ DATE _____

SAMPLE _____ **OWNER/AGENT'S RESPONSE:**

The repairs/maintenance requested above were performed on: _____ **SAMPLE** by: _____ **SAMPLE**

The following work was completed:
SAMPLE

Smoke Alarm(s) checked Date _____ **SAMPLE** Carbon Monoxide Alarm(s) checked Date _____ **SAMPLE**

OWNER/AGENT _____ DATE _____