



FOR SALE. FOR LEASE.
FOR YOU.

Work Order Request

If you do not hear from this office regarding your request, you are welcome to call the office for explanation. Please refer to your lease and security deposit agreement for repairs that will be your financial responsibility.

The Landlord Tenant Law states the required waiting time for repair is:

- 24 hours for no hot or cold water, heat or electricity, or for a condition imminently hazardous to life.
- 72 hours for repair or refrigerator, range and oven, or a major plumbing fixture supplied by landlord.
- 10 days for all other repairs.

In case of a true emergency, call our main line 943-8060. If after hours, call 941-6320.

Please give all the following information:

Address: _____ Unit #: _____ Date: _____ Time: _____

Tenant: _____

Tenant: _____

Phone: _____ wk cell hm

Phone: _____ wk cell hm

Phone: _____ wk cell hm

Phone: _____ wk cell hm

E-mail: _____

E-mail: _____

Work Requested:

Where is this problem located? _____

How long has the problem been happening? _____

(Please check ONLY one) Permission to enter or Call for an appointment

If an appointment is required, please check the day most convenient. Please AM or PM

MON. TUE. WED. THUR. FRI. AM or PM

*Work can often be performed faster if no appointment is required.

For office use only:

Received by: _____ Date received: _____ Time received: _____ Method of receipt: _____

Assigned to: _____

