



MAINTENANCE & REPAIR REQUEST

WASHINGTON

DATE _____ PROPERTY NAME / NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ Pets Present Minors Present

TYPE OF MAINTENANCE OR REPAIR NEEDED:

- | | | |
|-----------------------------------|------------------------------------|--|
| <input type="checkbox"/> Heating | <input type="checkbox"/> Appliance | <input type="checkbox"/> Doors / Windows |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electric | <input type="checkbox"/> Other _____ |

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

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

By signing this request, Resident also agrees that the Landlord's maintenance person 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 the Resident under this Maintenance Request, a new notice of entry will be given for the new repair work.

Tenant X

MANAGER'S RESPONSE

The repairs / maintenance requested above were performed on: _____

The following work was completed:

Smoke Alarm(s) checked Date _____

Owner/Agent X Date _____