

TENANT WORK ORDER REPAIR REQUEST

Landmark Maintenance
2141 E. Pecos Rd, Suite A
Chandler, AZ 85225
Office: (480) 926-2922
Fax: (480) 633-7662
Email: Jeff@repairarizona.com

Date of request _____

I Request and _____ give my permission _____ do not give my permission to enter my residence if no one is home to take care of the below maintenance requests. By requesting this work to be completed, I the tenant acknowledge that if the repair is found to be due to misuse of abuse or the repair is \$75 or less, I may be responsible for payment of the repair, per my lease agreement on this property. I also acknowledge that I leased the property "as -is" and my requests may not be agreeable to the owner.

| | |
|----------------------|------------------------|
| Tenant 1 _____ | Tenant 1 Phone # _____ |
| Tenant 2 _____ | Tenant 2 Phone # _____ |
| Street Address _____ | City _____ |
| Alarm Code _____ | Gate Code _____ |

Inside Pet: Yes No Type: _____

If appliance, please note the following: Item: _____ Make: _____ Model: _____

Work Requested – please list items separately

1. _____

2. _____

3. _____

(If more space is needed please use back side)

Please note that a key may be released to contractor in order to access your property. Please make sure the keyless deadbolt is disengaged. If contractor does not have access, per your lease you will be charged a trip charge.

| | | |
|---------------------------|------------|--------------------|
| Signature of Tenant _____ | Date _____ | Time (AM/PM) _____ |
|---------------------------|------------|--------------------|

For Office Use Only:

AppFolio

Repair Limit: Normal Must Call for App. OMR Warranty

Owner Name: Mr./Mrs./Ms. _____

Wk: _____ Hm: _____ Cell: _____ Email: _____

Repair Denied, Reason: Repair is Cosmetic and Not Owner's Responsibility
 Other: _____

| Work Assigned to | Date Assigned | Work Completed on |
|------------------|---------------|-------------------|
| _____ | On _____ | _____ |
| _____ | On _____ | _____ |
| _____ | On _____ | _____ |