

**TENANT SERVICE REQUEST**

Work Order No. \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Phone: Res. \_\_\_\_\_ Work \_\_\_\_\_

Apartment Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Tenant requests that the following repair work be performed, at no cost to the Tenant, in accordance with the Repair Procedure Agreement/Lease Addendum on file with Lessor. Tenant will be responsible for cost of repair if said repair is Tenant's fault.

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

By initializing the box, Tenant authorizes worker(s) to enter unit without Tenant present and without scheduling an appointment.

Tenant or representative of Tenant will be present during the time the work is performed. If Tenant fails to do so, Tenant will have full responsibility, and Lessor will be relieved of responsibility, for damage to or loss of personal property on the premises, as set forth in more detail in the Repair Procedure Agreement.

Although Lessor will exercise reasonable care to have worker(s) present on the scheduled date, it is understood that problems may develop requiring rescheduling to a later date.

Tenant must cancel scheduled service appointment 3 hours prior to appointment. If Tenant does not cancel appointment within 3 hours or fails to show for scheduled service appointment Tenant will be charged a \$35 service call fee.

Date: \_\_\_\_\_  
\_\_\_\_\_  
**TENANT(S)**

Request received on \_\_\_\_\_ by \_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHITE/OFFICE COPY

YELLOW/TENANT COPY