



## Maintenance Request Form

The following form is intended to be used by tenants when they feel specific maintenance is required for their unit.

Tenant's should be given 24 hours notice of when the maintenance worker will enter their unit. If it is an emergency repair requiring immediate attention, all efforts should be taken to give the tenant as much notice as possible.

Tenants Name: \_\_\_\_\_

Street: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Please describe the problem including the location inside the unit. If the problem is with an appliance, please provide the make and model number. (This information is printed somewhere on the appliance.)

Please indicate if there are any pets in the apartment, or anything else the maintenance worker should be aware of when entering this unit (alarm, for example).

May we use our key to enter the unit? (yes or no): \_\_\_\_\_

Are there any dates or times when it would be inconvenient for the maintenance worker to enter your unit? Please explain:

Submission of this signed request represents your acknowledgement of our written notice to you of our intent to enter your apartment to complete the necessary repairs (subject to your access instructions above). This notice will constitute the required notification to enter your unit and the signing of this form by one tenant of the unit implied the consent of all tenants of the unit.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAX COMPLETED FORM TO: (206) 781-5484**  
Or Mail to: NPPM, 7715 Winona Avenue N, Seattle, WA 98103