

Tenant(s) Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_, WA \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Service Requested: (describe trouble and special instructions)

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

**I certify that I did not create the need for repair.**

Check one of the following:

- I authorize the Owner, his Agents and maintenance personnel to enter the rental premises to perform the work identified above.
- I request that I be present during any entry to the rental premises. Please call me to schedule the work. I recognize that this request may delay completion of the repairs.

Receipt of this notice does not obligate the Landlord to perform a repair which is not required by the Residential Landlord Tenant Act. I also recognize that certain repairs require multiple entries to my rental premises and I agree to cooperate with scheduling these entries.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR OWNER / AGENT USE ONLY**

Date Request Received \_\_\_\_\_

If verbal taken by \_\_\_\_\_

Address/Apt # \_\_\_\_\_  
\_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Date & Time Completed \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

Completed By \_\_\_\_\_