



MAINTENANCE

## Work Order Request

As is stated by law, tenants must request work orders in writing.

This work order request does not mean a repair will occur. If you do not see a repair or hear from this office regarding your request, you are welcome to call the office for explanation. Please refer to your lease and security deposit agreement for repairs that will be your financial responsibility.

The Landlord Tenant Law states the required waiting time for repairs is:

- 24 hours for no heat or cold water, heat or electricity, or for a condition imminently hazardous to life.
- 72 hours for repair of refrigerator, range and oven, or a major plumbing fixture supplied by landlord.
- 10 days for all other repairs.

**In case of a true emergency, call our main line 733-7944. If after hours, call 733-7944 and follow the voice directions.**

Please give all of the following information:

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of work requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where is the problem located? \_\_\_\_\_

What have you done to fix it? \_\_\_\_\_

How long has the problem been happening? \_\_\_\_\_

**Please check ONLY one)** Permission to enter. \_\_\_\_\_ or Call for appointment. \_\_\_\_\_

If an appointment is required, please circle the day most convenient. Please circle AM or PM. (An exact time cannot be scheduled.) If you miss your appointment, you will be charged for one hour of the contractor's time.

**MON. TUE. WED. THURS. FRI. AM or PM**

Please know that you may get bumped from your day/time should an emergency occur.

Phone 360-733-7944 / Fax 360-733-7969  
Mail 541 W. Bakerview Rd., Bellingham WA 98226  
Email [properties@rentalsbywindermere.com](mailto:properties@rentalsbywindermere.com)

*For Office Use Only:*

Received by \_\_\_\_\_ Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Method of receipt \_\_\_\_\_

Assigned to \_\_\_\_\_