



# Maintenance Request Form

Please complete a maintenance request form for non-emergency maintenance needs.

**Emergency requests should be IMMEDIATELY phoned in and texted/emailed!**

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Date of Request: \_\_\_\_\_ Bldg/Unit /Address: \_\_\_\_\_

Requesting Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Maintenance Request - Include room and brief description of problem:

\_\_\_\_\_ room \_\_\_\_\_

\_\_\_\_\_ room \_\_\_\_\_

I am locked out. (There is a **\$35.00** for lockouts and replacement key charge of **\$30.00**.  
**Costs for related services may apply**).

\*Please complete one (1) of the following access options. This does not apply to lockouts.

\***Tenant must be present during lockouts.**

\*You have permission to enter my apartment while I am away. YES \_\_\_\_\_ NO \_\_\_\_\_

\*You have permission to enter my apartment on \_\_\_\_\_ (date) or  
come after \_\_\_\_\_ (time) and it will be unoccupied.

\*You can come and service on \_\_\_\_\_ (date). You will be let in by  
\_\_\_\_\_ (name) between the hours of \_\_\_\_\_ and  
\_\_\_\_\_ (time.)

Resident Signature

Date

JOB	Charge

(Revision 112120 AA) This section to be completed by Maintenance Personnel