



# Maintenance Request Form

Please complete a maintenance request form for **non-emergency** maintenance needs. **Emergency requests should be IMMEDIATELY phoned in and texted/emailed to Sharifah.**

Sharifah - 206.525.2582 Brian - (206) 430.2311 Oswaldo - (206) 353.4745  
shalinahomes@yahoo.com

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 **\$150.00** for lockouts and replacement key charge of **\$30.00**).

\*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

This section to be completed by Maintenance Personnel

JOB	Charge

Date \_\_\_\_\_ Time Completed \_\_\_\_\_ Worker \_\_\_\_\_