



REPAIR WORK ORDER REQUEST FORM

Job #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

Best Time & Number to Call: \_\_\_\_\_

Please Note: We will need you to allow time to enter during the day. Someone at least 18 years old must be present for vendor to enter home.

Permission to enter if not home? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

**Describe Work Request**

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

**Tenant:** Reporting Maintenance need.

- Email to the Property Manager or fax to 253-981-0112

Susan: [tenanthotline@gmail.com](mailto:tenanthotline@gmail.com) 206-271-9622

Stephanie: [Stephanie@rentalrain.com](mailto:Stephanie@rentalrain.com) 206-579-5206

Jonathan: [jonathan@rentalrain.com](mailto:jonathan@rentalrain.com) 206-941-1707

- Drop off at our office at 15423 SE 272<sup>nd</sup> Street, #110, Kent. WA 98042.
- If no contact has been made within 24 hours please contact the office at 253-630-0123.

**Office Use Only:**

Date Responded: \_\_\_\_\_

Vendor Assigned: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_