

KPS Management

10516 E. Main Ave, #22, Spokane Valley, WA 99206, (509)842-2322, Fx (509)893-2202

Maintenance / Repair Request

Please fill out the following information and give this form to the Onsite Manager, or drop it in the Drop Box as Previously Instructed*.

Request Date: _____ Time: _____
Apartment Address: _____ Apt. #: _____
Tenant Name: _____
Tenant Phone Home: _____ Work: _____
Requested By: _____

Description of Maintenance/Repair Work Requested:

* **Please Note:** Submission of a maintenance/repair request constitutes written permission to enter to perform the requested repairs. We will attempt to contact you prior to entering your unit, but it is understood that because of our maintenance schedule, and/or the nature of the repair requested, that it may be necessary to enter your unit without an appointment.

KPS Management Use Only

Work Order Number _____ Date: _____
Authorized By: _____ Ph: _____
Work Started Date: _____ Time: _____
Work Completed Date: _____ Time: _____
Work Performed by: _____

Description of Work Completed, Including Materials Used (Attach Receipts)