

Work Order Request

To: Watson Management Co., Inc.

From: _____

Address: _____

Phone: _____ Home Work

I/We can be contacted at the above phone number any weekday between 8:00 AM and 5:00 PM by either the Landlord or a repair person.

I authorize the Landlord or repair person to use a file key to access the Premises for the purpose of evaluating and/or performing requested repairs.

I do not authorize the use of a file key and will make myself available between 8:00 AM and 5:00 PM any weekday at the request of the Landlord or repair person to evaluate and/or make requested repairs. Tenant agrees to pay a trip fee of \$50.00 should the Tenant fail to allow access at any scheduled appointment.

This Work Order Request is for the following:

Range/Oven Refrigerator Dishwasher Garbage Disposal

Range Hood Microwave Washer Dryer

Furnace Hot Water Tank Air Conditioner

This appliance is: Electric Natural Gas Oil

Brand Name _____ Model Number _____

Other:

Nature of Repair Requested

Tenant Signature _____ Date _____