



102 W. Main St. Suite 202
P.O. Box 201
Everson, WA 98247
360.778.3708 or 360.778-3709

SERVICE REQUEST FORM:

Date Reported: _____ Location: _____

Time: _____

Contact Name: _____ Contact Phone: _____

Description of Problem: _____

Where's It Located: _____

If Appliance, Model / Make: _____

Is the Appliance Gas / Electric: _____

Permission to Enter: Yes / No _____ Call for an appointment: _____ If yes, number: _____

If any emergency, call 360.778.3708. If after hours, leave a message. Calls forward to the on call person for a responds within the hour.

As stated by Washington State Law, Tenants must place work orders in writing.

This work order does not mean repair will occur, but our office will contact you regarding the request.

Repairs that is required:

- ❖ 24 hours: For cold water, heat condition imminently hazardous to life. Please also call the office once you submit form.
- ❖ 72 hours: For repairs on refrigerator, range/oven, or a major plumbing fixture. Fixture supplied by landlord (i.e. hot water).
- ❖ 10 Days: For all other repairs to keep home in a livable, working order.

Email form to: missionrealty1@gmail.com