



Maintenance/Service Request

ALL REQUESTS MUST BE IN WRITING – MULTIPLE REQUESTS ALLOWED PER FORM

PLEASE PRINT CLEARLY - COMPLETE ALL FIELDS

Requestor:

Name: _____ Apt#: _____ Today's Date: _____

Phone #: _____ Alternate #: _____ eMail: _____

- Bellevue Duplexes Davis Way Kenwood Square
- Maple St. Marcus Place Palouse Cove
- Tomason Place Wheatland Riverview Apartments

Maintenance/Service Issue:

Is this the first time reporting this issue? Yes No – If not, how many times have you reported it? _____

If you reported this issue before, did you submit a written Maintenance/Service Request? Yes, to: _____ No

Common area: Hallway, floor#: _____ Staircase/Entry, floor#: _____ Elevator Community/gym Outside
indicate N, S, E, W

Description: Please provide a detailed description of the work/service requested (number each separate request as "①", "②"):

Permission / Signature:

- Maintenance **may** enter my apartment if I am not at home (signature required below)
- Maintenance **may NOT** enter my apartment if I am not at home. Call me at: _____ for permission, instructions, or to schedule an appointment.

By my signature below I hereby grant permission to CAC Maintenance and/or their contractor(s) to enter my apartment if I am not at home, for the purpose of completing the requested work detailed above.

REQUIRED: Tenant's signature: _____ Date signed: _____

- Please take shoes off or wear protective booties
- Animals in unit, please keep doors closed

Check here IF this is a common area issue and signature is **not** Required

We cannot act upon your maintenance request unless it is in writing. Requests by phone must be followed up by submitting a written request.

How to Submit Form: (1) Deliver in-person to CAC administrative office or CAC Regional Leasing office during regular business hours. (2) Place in drop box at Kenwood Square, Tomason Place, Community Action Center lobby; (3) Scan and send as an email attachment to rentals@cacwhitman.com; (4) Fax to **509-334-9105** "ATTN Rentals". (5) Send by US Mail to Community Action Center, Property Rentals Dept., 350 SE Fairmont Road, Pullman WA 99163.

TENANT: DO NOT COMPLETE THIS SECTION (for office use only) Change to Reasonable Accommodation (RA)

Received at: CAC or CACLO on: _____ In-person Phone Mail Fax Email..... Drop-box..... Email attach

Action taken: Attempted to contact tenant w/ instructions: No answer .. No voice mail..... Voice mail not set-up..... No response

No further action needed Forwarded to Maintenance via:..... Fax Scan In-person

Contractor will schedule entry with tenant Submitted to CAC Tenant Record