

## REPAIR REQUEST

Repairs During Ordinary Office Hours: Please contact the office at 206-527-8414 weekdays between 9:00AM and 5:00PM.

After Business Hours Repair Requests: Please complete and e-mail this repair request.

After-Hours Emergency Repairs: If you determine the repair requires an after Business Hours response:

1. Complete and e-mail this repair request.
2. Call the office phone of 206-527-8414 and follow the instructions for emergencies. The instructions request that you leave a voice message on the voice mailbox –this is critical as very often pages are incomplete or not accurate.
3. The emergency mailbox voice mail announcement will give you instructions. Be prepared to write down the emergency phone numbers. Follow the instructions for reporting an after Business Hours emergency.

REMEMBER: WE ARE NOT THE POLICE, OR EMERGENCY RESPONDERS...IF YOU HAVE A HEALTH EMERGENCY, A FIRE, OR IF A CRIME HAS BEEN COMMITTED OR IS IN THE PROCESS OF BEING COMMITTED **CALL: 9 1 1**

**Your Address:** \_\_\_\_\_

**Your Property Manager's Name:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Your Phone #'s (all please)** \_\_\_\_\_

**Your E-Mail Address:** \_\_\_\_\_

**PLEASE DESCRIBE THE MAINTENANCE PROBLEM:**

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