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propertymanager@rpmnw.com

Phone (360)778-3518 Fax (360)778-3519

www.rpmnw.com

Written Maintenance Request Form

All non-emergency Maintenance Requests must be submitted in writing to RPM

Please complete the maintenance request form and E-mail propertymanager@rpmnw.com or fax to RPM at (360)778-3519. Your request will be addressed based on urgency and availability.

Main Contact Person

Name: _____

Address: _____ Unit # _____

Daytime Work/Contact #(s) _____ Best time to call _____

RPM or an authorized contractor will contact you in regards to this request.

Please describe the problem, include specific location: (If the problem is with an appliance, furnace, hot water heater.... please be sure and include the make and model if known.)

When entering: Please indicate whether you have any pets, or other concerns we need to be aware of. (Alarms for example)

May we use our keys to access your residence to make repairs? ☐ YES ☐ NO

Please note: If the answer above is "NO" then you must understand, that you will have to be available, to provide contractor access and that specific appointments may require more time.

Access Instructions:

By signing and returning this request you acknowledge that you have read and understand our Maintenance Request Procedures AND that submission of this request represents your acknowledgment of our written notice to you of our intent, and your permission to us, to enter your residence to complete repairs (subject to your access instructions.) We will contact you with a more specific date and time, but this notice meets our requirement to notify you in writing, of our intent to enter your residence.

Resident Signature

Date

(Note-the signing by one resident, in a multiple-resident Tenancy will imply the consent of all residents.)