



3800 Byron Ave Suite 112  
Bellingham, WA 98229  
PH: (360) 738-1022  
FAX: (360) 527-8924

Maintenance requests can also be e-mailed to us at: [info@visitlandmark.com](mailto:info@visitlandmark.com)

**MAINTENANCE REQUEST**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

SELECT ONE:

Permission to Enter in Your Absence? \_\_\_\_\_ OR *By Appointment Only* \* (see below) \_\_\_\_\_

Complete Detailed Description of Maintenance Issue(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident Signature: \_\_\_\_\_

**If you have a pet, it is your responsibility to make sure your pet is restrained. If scheduled appointment is cancelled you may be liable for service call charge. If no issue is found you may be liable for the service call charge. If the maintenance that you are requesting is due to neglect or misuse you may be liable for charges.**

*\*The maintenance you have requested will be scheduled ASAP. You will be contacted to schedule date and time of the maintenance appointment. However, if you are unable to do so during regular business hours you may be notified of date and time that the maintenance request will be completed during regular business hours.*

**FOR OFFICE USE ONLY:**

Property Manager Signature: \_\_\_\_\_ Work Order# \_\_\_\_\_