



1835 Barkley Blvd. Suite 101
Bellingham, WA 98226
Phone: (360) 738-1022
Fax: (360) 527-8924

Maintenance requests can also be e-mailed to us at: info@visitlandmark.com or submitted through your online tenant portal.

MAINTENANCE REQUEST

Date: _____ **Phone:** _____

Name: _____ **Email:** _____

Address: _____

SELECT ONE:

Permission to Enter in Your Absence **OR** By Appointment Only*

*by checking the "By Appointment Only" box, you understand that maintenance will need to be scheduled and consequently may take longer to address. If you are unable to schedule an appointment during business hours, you may be notified of a date & time that the maintenance request will be completed during regular business hours.

TYPE OF ISSUE:

Plumbing Heating Appliance General Maintenance/Repairs Electrical Pests

Detailed Description of Maintenance Concern: _____

Interior Exterior — Room / Location: _____

What type of heat does the property have (if relevant to maintenance issue): Electric Gas Propane

PLEASE NOTE: You may be liable for a service call charge if no issue is found OR the appointment is canceled. If the maintenance that you are requesting is due to neglect or misuse, you maybe be liable for charges. If you have a pet, it is your responsibility to make sure your pet is restrained.

Resident Signature: _____

FOR OFFICE USE ONLY

Property Manager Signature: _____ Work Order# _____