

Complex _____
Tenant Code _____ Apt. # _____



WEB
Properties, Inc.
P.O. Box 21469, Spokane, WA 99201
509.533.0995 Fax 509.533.0997

Maintenance Request

Tenant Name _____ Tenant's Phone _____ Date Reported _____ Time _____

Describe in Detail Nature of Work _____

Permission To Enter? Yes No Tenant's Signature _____ Date _____

Maintenance Engineer Comments _____

Maintenance Engineer's Signature _____

Office Use Only

Date Assigned _____ Date Completed _____ Follow Up Call _____

Notes _____

Print out one copy and circle for each of the following:
WEB Office Complex Tenant
Please give the WEB Office and Complex copies to the resident manager.