

# MAINTENANCE WORK REQUEST

WM RILEY AND COMPANY

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

P 253.383.3990

Name: \_\_\_\_\_

F 253.383.3393

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

hritter@wmriley.com

Contact Number: \_\_\_\_\_

sloken@wmriley.com

Permission to enter to complete work listed:      Y      N

Office
Rec: _____
By: _____

Description of Work Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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to be completed after work is finished.

**TENANT**      Completed:      Y      N  
Signature: \_\_\_\_\_

**Technician:** \_\_\_\_\_

Completed On: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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