

# MAINTENANCE REQUEST FORM

Rianna Apartments  
728/810 12th Ave Seattle, WA 98122  
(206) 323-7000

Please fill out this form completely and accurately.  
Segments in **bold** must be completed to have the repair done.  
Please put requests in the maintenance request box in the lobby.

**PROPERTY ADDRESS** (Circle only one):    **R1**    **R2**

**OCCUPANT NAME:** \_\_\_\_\_

**UNIT NUMBER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**Do we have permission to enter if no one is home?**     Yes     No

**SIGNATURE:** \_\_\_\_\_

\*We cannot enter the apartment without a signature.

Work Requested:

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Work Completed By: \_\_\_\_\_

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

Work Done:

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This form must be filled out completely. If you need to set up an appointment please allow a window of time (we cannot guarantee a specific time).

If there is an emergency, please call Matt at (206) 255-2797 or Shelley at (206) 423-0644