## **TENANT WORK ORDER REQUEST**

TODAY'S DATE:			
TENANT'S NAME:			
ADDRESS:			
	Street	City	Zip
PHONE NUMBER: —		187- 114	
	Home#	Work#	Cell#
DESCRIPTION OF REQUEST:			
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	<b>———</b>		
Select one of the following	ng:	/orkers have permission to ente Only	r my unit, call first
lf calact to barra vari			the fellouing.
If you select to have your needed repairs scheduled by appointment, please review the following:			
<ul> <li>Cancellations must be 24 hours in advance, this allows our office time for scheduling other tenants</li> </ul>			
If you do not keep your appointment your work order will be rescheduled at a later date and considered low priority			
<ul> <li>Appointments with vendors/businesses: If you do not meet a scheduled appointment NCIHA is charged a travel fee, therefore, you will be charged that fee (cost range can be from \$25 to \$100 +)</li> </ul>			
☐ Please check this box if you would like information regarding pest control and paint requests			
Return to NCIHA	<b>by</b> : <u>Fax</u> : (707) 468-038	0 or <u>Mail</u> : NCIHA~694 Pinolevillo	e Dr., Ukiah, Ca 95482