Simply Rentals, LLC
Dee Ann Reber, Designated Broker, Property Manager
657 E Cottonwood Street Ste 5c, Cottonwood AZ 86326
(928)649-9020

Repair Request/Work Order

Tenants, please complete top section

I am requesting the following repairs in writing per my lease or Arizona Residential Landlord Tenant Act. I have already attempted self help, ie: batteries/filters/light bulbs. I attest that the repair is not tenant caused or that I will be responsible financially if it is determined that it is tenant issues.

Date:_____ **Tenant Name:**_____

Property Address:_____

Contact Numbers:_____

Home# **Cell#** **Work#**

Please give a detailed description of problem and location:

_____

_____

_____

_____

_____

_____

( ) I authorize you to schedule and give out keys to complete the necessary work

( ) I do not want work to be performed without being present.

_____ _____

Tenant Signature Date

This section for office use only

Please contact the office for approval of repairs exceeding $100 before completing the work

Vendor/Company Assigned:_____

Contact Numbers : (O)_____ (Cell)_____ (Fax)_____

Date Assigned:_____ Assigned by: Dee Ann Jeri

Key Given: Yes or No Contact Tenant: Yes or No Prop ID_____

Special Instructions or additional information:

_____

_____

_____

_____

_____

office information

_____Contacted Owner Date_____ **Owner Name**_____

Notes: _____

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