



# Simply Rentals, LLC

Dee Ann Reber, Designated Broker, Property Manager

657 E Cottonwood Street Ste 5c, Cottonwood AZ 86326

Phone: (928) 649-9020 Fax: (928) 649-9078



## Repair Request/Work Order

Repair requests submitted after 5:00 p.m. via email or through the drop slot in the door will be addressed on the next business day.

Please do not submit emergency repairs via email, as we do not continuously monitor email.

### Tenants, please complete top section only

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: \_\_\_\_\_

### 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/Email) \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Contact Tenant: Yes or No Key Given: Yes or No

Owner name \_\_\_\_\_ Prop ID \_\_\_\_\_

### Special Instructions or additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Office information

email	phone

Contacted Owner \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_

#### Contacted Vendor via \_\_\_\_\_ Date \_\_\_\_\_

email	phone	pick up	fax	other
	Dee	Wendy		

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