



**PINION  
PROPERTY  
MANAGEMENT, INC.**

1605 NW Monroe Ave., PO Box 1954, Corvallis, OR 97339, 541-754-1213, 541-753-4704 Fax pinionproperty@yahoo.com

**MAINTENANCE REQUEST FORM**

DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

TENANT(S) NAME: \_\_\_\_\_

ALL PHONE NUMBERS: \_\_\_\_\_

EMAIL ADDRESS(S): \_\_\_\_\_

PERMISSION TO ENTER? YES: \_\_\_\_\_ NO: \_\_\_\_\_

If the maintenance requested is considered an emergency – i.e. leaking water or any other problem that could be damaging to the property and/or safety of the tenants, we will require permission to enter your unit.

If you require a phone call before repairmen enter your unit or you need to be present, please mark "NO" above. If you choose to mark "NO", it will most likely take longer to get the maintenance request completed. If our attempts to contact you are unsuccessful, we will post a 24-hour notice of inspection/maintenance so that we are able to complete the maintenance request.

Please make sure that you have removed all of your belongings around the area requiring repair.

MAINTENANCE PROBLEM (BE SPECIFIC): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Roto-Rooter Acknowledgment

Work assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Work assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Work assigned to: \_\_\_\_\_ Date: \_\_\_\_\_ Completed: \_\_\_\_\_

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