



600 Park Avenue  
 Bremerton WA 98337  
 (p) 360-479-3694  
 (f) 360-616-2927  
 www.bremertonhousing.org

## WORK ORDER REQUEST

Date/Time Received by PM \_\_\_\_\_ Property \_\_\_\_\_

Resident's Name \_\_\_\_\_ Unit Address/Apt #: \_\_\_\_\_

Phone #: \_\_\_\_\_

**PLEASE CIRCLE ABOVE THE PROBLEM AREA**

Bed	Blinds	Bugs	Door	Door Locks	Electrical Outlet	Faucet	Flooring	Fridge	Heat	Kitchen Cabinet	Leak
Light	Light Switch	Peep Hole	Picture	Range Hood	Sink	Smoke Alarm	Stove	Toilet	Tub	Vent	Window

Describe Nature of Request: \_\_\_\_\_

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

Are there any pets in your unit? If so, what type? Dog/Cat \_\_\_\_\_

Does the Technician have permission to enter your unit in your absence? \_\_\_\_\_

**Resident Signature authorizing this work to be done as above:**

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

**Maintenance Notes: Date Complete:** \_\_\_\_\_ **Time In/Out:** \_\_\_\_\_

**Description of parts used/work done**

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

**Tenant Caused Damage: (Circle One) Yes or No Cost + Labor \$**



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 Equal Opportunity Employer.

If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator at (360) 616-7111. Telecommunication for the hearing impaired TRS dial 7-1-1.

