



Pinion Property Management, Inc.  
1605 NW Monroe Avenue, Corvallis, OR 97330  
(541) 754-1213 Office  
(541) 753-4704 Fax

**MAINTENANCE REQUEST FORM**

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

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

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

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

**PERMISSION TO ENTER? (YES OR NO):** \_\_\_\_\_

**IF NO, WHAT TIMES ARE BEST TO REACH YOU:** \_\_\_\_\_

If you would like the vendor to call you first please mark NO in the space above, and list all numbers you can be reached at. After contacting you 2 times with no result we will post a 24-hr intent to enter.

\*\* Please remember that hired vendors perform the maintenance work in your home. If you have a preference to when the workers will enter your home, or request to be present, it may take longer to schedule your repair. To expedite the repair process, please clear out all appliances, cabinets and closets where work will be done.

**MAINTENANCE PROBLEM: (Please be specific)**

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

TENANT SIGNATURE: \_\_\_\_\_



FOR OFFICE USE ONLY

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

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