



BenM@MietznerGroup.com

11611 Airport Rd Ste B1

Everett, WA 98204

Phone: 425.212.2490

Commercial Maintenance Request

Tenant: _____

Building & Suite #: _____

Phone: _____

Email: _____

PERMISSION TO ENTER: I [] will be available to permit entry into my suite on _____ between the hours of _____AM/PM and _____AM/PM, or I [] will not be available to permit entry into my suite, but give you and contractors permission to enter my suite for the purpose of performing service on _____ between the hours of _____AM/PM and _____AM/PM, but understand that the Owner is not responsible for theft or loss of personal property.

TENANT REQUESTS THE FOLLOWING MAINTENANCE SERVICE OR WORK:

TENANT: _____

DATE: _____

MAINTENANCE / REPAIR WORK COMPLETION NOTES (to be completed by property mgmt staff):

DATE RECEIVED: _____

DATE OF VISIT: _____ ASSIGNED TO: _____