Seville Apartments
1011 W Shaw CT
Whitewater, WI 53190

WORK ORDER REQUEST

DATE OF REQUEST: _____

TENANT REQUESTING WORK: _____

ADDRESS: _____

PHONE NUMBER: _____

BEST TIME OF DAY (if scheduling needed): _____

EMERGENCY (please check): YES _____ or NO _____

DATE WHEN PROBLEM FIRST NOTICED: _____

DESCRIPTION OF WHAT NEEDS REPAIRED / REPLACED:

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SIGNATURE OF TENANT REQUESTING: _____

NOTE:
Work Orders are done according to date and time received. Depending on the nature of the problem, certain work orders will take priority. By making this request, you are giving Seville Apartments permission to come in your unit regardless if you are there or not, unless prior arrangements are made with the property manager, Bob Willner. If scheduling is requested above, we will make two (2) attempts to contact you before entering your unit in any event. Please secure ALL PETS beginning with the day this form is turned in. If your pets are not secured, your work order will NOT be completed. If Seville Apartments enters your unit and your pets are not secured, you will be liable for any and all damages to the property and other residents, not limited to, but to include the property manager, staff, its contractors and any non-residents on the property.