



MAINTENANCE & REPAIR REQUEST

Date _____ Property Name _____

Tenant Name(s) _____

Address _____ Unit # _____

Contact Name _____

Contact Phone _____ E-mail _____

REPAIR or MAINTENANCE REQUESTED

AUTHORIZED ENTRY

By signature affixed, tenant authorizes the Port of Ephrata (the Port) and/or its agents to enter the premises without notice at reasonable times to perform the repairs/maintenance. This authorization expires after seven (7) days unless repairs/maintenance are in progress. The Port's maintenance team/agents will contact tenant for extension of entry notice if repairs/maintenance exceed seven (7) days.

Signature of Tenant _____

UNAUTHORIZED ENTRY

Tenant requests that the Port of Ephrata (the Port)'s maintenance team/agents contact them at the number listed below for authorization to enter. Tenant recognizes that repair/maintenance may be delayed due to unauthorized entry.

Signature of Tenant _____

THE PORT'S RESPONSE

The repairs/maintenance requested above were performed on _____ at _____ am/pm
The above work was completed to the satisfaction of the Tenant.

Work was not completed due to the following reasons _____

Follow-up action to be taken on _____ Comments _____

Signature of Tenant _____

Signature of Operations/Maintenance Supervisor: _____