

# Tenant's Work Request



1175 E. Cottonwood Lane, Suite 1  
Casa Grande, AZ 85122  
Office: (520) 426-3680  
Fax: (520) 426-9155  
[repairs@pinalcountyproperties.com](mailto:repairs@pinalcountyproperties.com)  
*Please note that all non-emergency  
Requests need to be faxed, e-mailed,  
or mailed.*

Tenant name: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt No: \_\_\_\_\_

I request, and \_\_\_\_\_ give \_\_\_\_\_ do not give my permission to enter my residence, if no one  
is home to take care of the following described maintenance condition:

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

*By requesting this work to be completed, the resident acknowledges that if the repair is found  
to be due to misuse or the repair is \$50.00 or less, the resident may be responsible for  
payment of the repair, per the lease agreement.*

Tenant Work Phone: \_\_\_\_\_ Tenant Home Phone: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Tenant Signature \_\_\_\_\_

### OFFICE USE ONLY

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Received by: \_\_\_\_\_  
Request Approved by: \_\_\_\_\_ Request Assigned to: \_\_\_\_\_ Completed on: \_\_\_\_\_  
Chargeable to Tenant? \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
If Yes, State Basis for Chargeability: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_