

Work Order

Everyday Property Management

P.O. Box 5500

Kalispell, MT, 59901

Phone: (406) 407-3140

Email: tracy@flatheadhomerentals.com

Date: ____ / ____ / ____

Property Address: _____

Resident Name: _____

Cell: (____) ____ - ____ Home (____) ____ - ____ Work (____) ____ - ____

Submit this work order in writing by snail mail, email or on-line.

Emergency Work Orders (such as active, large water leaks, broken window in winter-time, failed heating unit during winter), leaking hot water heater) should be phoned in and put in writing) after they are called in. Please call (406) 407-3140 for emergency requests. For toilets, plunge first. A toilet tank that runs on and off is not emergency-please call during business hrs.

If there is a fire, electrical danger or loud quarreling, call 911 immediately.

1. May we enter your premises if you are not home? YES NO

If NO, provide 2 contact phone numbers above where you can be reached or you can call 406-407-3140 to schedule an appointment.

2. Missed appointments or appointments not cancelled within 24 hours of the appointment time will be assessed a \$50 service fee to the tenant.

➔ If tenant requests to be home during the maintenance call, the “at home” tenant must be at least 18 years old. Please describe the repair below:

For prompt service, please sign and return this form to our main office or to property inspector (on day your unit is inspected).

Tenant Signature: _____ Date: ____ / ____ / ____