



# TULALIP TRIBES HOUSING DEPARTMENT

3107 Reuben Shelton Drive, Box A-2, Tulalip, WA 98271  
Phone Number: 360-651-4580 Fax Number: 360-651-4595

## WORK ORDER REQUEST FORM

Tenant Name: \_\_\_\_\_ Acct. Number: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

- Site:  Quil I     Quil II     Quil Meadows     Y-Site     Battle Creek     Silver Village
- Battle Creek Apartments     Senior Apartments     28th Avenue     Church Site
- Other \_\_\_\_\_

This Tenant Work Order Request is being made:  In Person     By Telephone

If 'Request' is being made by someone other than the Tenant, please provide the following information:

Name of Person Making Request \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you have Dog(s)?     YES     NO

\*If **Yes**, please make sure your dog is leashed or out of the area while we perform repairs.

Describe the work that needs to be done:

Is this a Health and/or Safety Issue?  YES     NO    Are Hazardous conditions present?  YES     NO

### RENTAL PROGRAM TENANTS

Rental Program tenants may be billed for work performed. Normal wear and tear is generally not billable. Work performed due to neglect and abuse may be billable as determined by the Housing Department.

Home-buyers generally are responsible for Maintenance and Repairs. If assistance is needed on an emergency basis, we will perform work and bill family accordingly. Emergency repairs are generally determined to be health and safety issues and/or hazardous conditions. Homebuyers required to sign a Payback Agreement in the event we do the repairs. The billing will appear on the monthly statement.

Request Taken By: \_\_\_\_\_ Reference No. \_\_\_\_\_