

Lakeway Realty  
3547 Lakeway Drive, Bellingham, WA 98229  
(360) 733-4009 Fax (360) 733-4513  
[www.lakewayrealty.com](http://www.lakewayrealty.com)

### **Work Order Request**

Work orders are required to be put into writing

RCW 59.18.070

The landlord shall COMMENCE remedial action after receipt of such notice by the tenant(s) as soon as possible but not later than the following time periods, except where circumstances are beyond the landlord's control:

- (1) Not more than twenty-four hours, where the defective condition deprives the tenant(s) of hot or cold water, heat, or electricity, or is imminently hazardous to life;
- (2) Not more than seventy-two hours, where the defective condition deprives the tenant(s) of the use of a refrigerator, range and oven, or a major plumbing fixture supplied by the landlord; and
- (3) Not more than ten days in all other cases.

In case of a true emergency, call Lakeway Realty (360) 733-4024. After hours, call (360) 510-8506 and leave your information there

Tenant Name: \_\_\_\_\_

Tenant(s) Phone Number: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Please check ONLY one: Permission to enter \_\_\_\_\_ or Call for appointment \_\_\_\_\_

You are welcome to schedule an appointment yet do note that if you schedule an appointment and the contractor shows up and you don't keep the scheduled appointment you WILL be charged for the contractor's time.

MON. TUE. WED. THUR. FRI. / Hours \_\_\_\_\_ to \_\_\_\_\_ AM / PM

Description of maintenance issue:

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

Please email your work order request to: [maintenance@lakewayrentals.com](mailto:maintenance@lakewayrentals.com) or you may fax it to (360) 733-4513

If you have any questions you are welcome to call Cheri at (360) 733-4009 or text (360) 510-8506