

Chelsea Associates
P.O. Box 88
Graham, WA 98338

Chelsea Apartments
Tacoma, WA

WORK ORDER

Please submit completed work orders to the Work Order Box.

Date: _____

Apartment #: _____

Time: _____

Phone: _____

Name: _____

Email: _____

(contact phone and email necessary - please include both)

Do you have any animals in the apartment?

Yes, specify # and type: _____

No

Nature of Problem (Please List):

MUST BE SIGNED BELOW

Tenant Signature X _____

Your signature represents your consent to enter your apartment to address and repair the items listed above. Thank you!

To expedite this, please notify the Maintenance Department of work order at email below after it has been turned into the Work Order Box.

Kevin Koratich, Maintenance Supervisor
kdkoratich@gmail.com

In case of a fire, call 911 first!

If there is a fire, flood, or your only working toilet is down, please call 425-681-7560. Messages will be responded to promptly.

WORK COMPLETED BY: _____ DATE: _____