

Union Plaza Associates
P.O. Box 88
Graham, WA 98338

Union Plaza Apartments
Seattle, 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, once the work order has been submitted, please email
kdkoratich@gmail.com.**

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: _____