



TENANT WORK ORDER REQUEST

This form is for Non-Emergency maintenance repairs. Emergency repairs such as broken water lines (please turn off the water main immediately), sewer back up, and overflow toilets please contact us at 916-482-6899. If this is an after hour emergency please contact Max at 916-425-2223.

Please fax, email, or mail a complete work order. Once your work order request has been received one of our team members will contact you to discuss request. Allow 3 business days for us to process your work order. We will prioritize all work orders and contact you as soon as it has been reviewed. Please contact us at 916-482-6899 to find out the status of your work order.

3613 Marconi Avenue
Sacramento, Ca 95821
916-482-6899 Phone – 916-488-7607 Fax
dorene@amerpropmgmt.com

Address: _____ Apt./Ste. _____

Contact Name: _____

Day #: _____ Night #: _____ Cell #: _____

Fax: _____ Email: _____

I/We request repair of the following items:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Resident Date

Resident Date