



TENANT REQUEST

1214 Saratoga Road, Ballston Spa, NY 12020 518-885-0091

Date of Request:	Home Phone #:
Tenant:	Work Phone #:
Tenant:	Work Phone #:
Address:	Cell Phone #:
City/State/Zip:	

Work Requested—Please list each item separately:

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

Please Note: If your repair is an emergency, please let the property management staff now immediately.

Emergency repairs include: Heat, Water Leaks, Appliance Repair, Electrical Problems, Security Issues

Filling out a work order does NOT guarantee the work will be authorized; all non-emergency repairs must be approved by the property management. We will provide the owner of the property with an estimate to make the repair and it will be at the owners discretion to authorize the repair. All repair request are assigned to our own maintenance staff or an outside contractor. Either one will contact you directly to set up an appointment. All appointments will be made during regular business hours Monday – Friday, 9:00 a.m. until 5:00 p.m. In the event the maintenance/contractor cannot reach you at the phone number you provided, a key will be issued to the contractor/maintenance to perform the work you have requested. Mail, email or deliver to Saratoga County RPC: 1214 Saratoga Road, Ballston Spa, NY 12020 email: housingdirector@saratogarpc.org

For Office Use Only:

Repairs reviewed by: _____

Date Reviewed: _____

Date Received: _____

Work Assigned to: _____

Date Assigned: _____

Work completed by: _____

Date Completed: _____