



Work Order Request Form

Date: _____ Tenant Name: _____

Unit Address: _____

Permission to enter if you are not home? Yes No

Phone Number: _____ Text Call

Email Address: _____

Please be advised that non-emergency requests take 24-72 hours to process and schedule.

Please let us know three dates within Monday-Friday from 8am-3pm that cooperates with your schedule for non-emergency work order requests.

Category of Work:

- Plumbing Electrical Pest Control Custodial
 Groundskeeping/Landscaping Unit Interior Other

Request Details:

Thank you for submitting your work order request! One of our staff members will be in contact with you regarding a date and time our Maintenance team will be able to address your request.

Please note that if any pets or minor children are not accompanied by an adult during the maintenance visit, the work will need to be rescheduled.



Housing Authority of Lincoln County

PO Box 1470, 1039 NW Nye St, Newport, OR 97365

(541) 265-5326 phone | (541) 265-6057 fax | info@housinglincolncountyor.gov

