



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 916-483-7300. Once you leave a message with the after hours emergency call center they will contact us to inform us about the situation.

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 916-483-7300 to find out the status of your work order.

2775 Cottage Way, Suite 17
Sacramento, Ca 95825
916-483-7300 Phone – 916-483-8100 Fax
titan@titanrei.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