

Instructions for Completing and Submitting Your Work Order

- 1. Please print clearly**
- 2. Fill Out Resident Information.**
- 3. Describe the Issue:** Clearly explain the problem, including specific details like location (e.g., "kitchen sink" or "bedroom window").
- 4. Permission to Enter**
- 5. Submit the Form:**
 - **Physical Submission:** Drop off your completed form at the housing office M-F, located 135 Yuroni Trail Building G
 - **Afterhours or weekend Submission:** Place in drop box on housing office door or place in white drop box (water bills) at Cerc building

Please contact us if you have any questions or need assistance with the form.

**Tunica Biloxi Housing Department
318-240-6446**



Housing Director
Stephanie Stiles

Housing Specialist Caseworker
Lakeshia Boyd

Housing Office Assistant
Summer LeLeux

ROSS Housing Coordinator
Julia Barry

Work Order Form

Resident Information:

- **Full Name:** _____
- **Home Address:** _____
- **Phone Number:** _____
- **Email (optional):** _____
- **Date:** _____
- **Time:** _____

Description of Issue:

(Please describe the problem in as much detail as possible)

Permission to Enter:

Do you grant permission for maintenance staff to enter your home if you're not there?

- Yes
- No (Please contact me to arrange a time)

For Office use only:

Urgency Level:

- Emergency (e.g., fire, flooding, gas leak)
- High (e.g., no heating or A/C, plumbing issue)
- Medium (e.g., minor electrical issue, broken appliance)
- Low (e.g., cosmetic issues, non-urgent repairs)

Maintenance notes:

Cherishing our Past Building for our Future

135 Yuroni Trail, Marksville, LA 71351

(318) 240-6446 office

housing@tunica.org