

Maintenance Request and Work Order

WORK ORDER # _____ APARTMENT OR PROPERTY NUMBER _____

NAME _____

REPAIRS NEEDED _____

TIME _____ DATE _____ WORK ORDER # _____ COST _____

PERMISSION TO ENTER UNIT:

Anytime

By Appointment, Occupant Present Date _____ Time _____ Telephone _____

UNIT ENTRY NOTICE: We were in your residence today to perform the necessary repairs.

Date: _____ Time Entered: _____ Time Departed: _____

JOB STATUS:

Complete

Incomplete because of _____

Will return to complete Date: _____ Time: _____

Outside Professional Assistance Required PO# _____

MAINTENANCE PERFORMED BY: _____

COST OF REPAIRS:

Total Hours _____ Cost of Labor: _____ Cost of Material: _____ Total: _____

WORK AUTHORIZED BY:

REQUEST:

Change Locks Change Air Filter Check Air Filter

WORK DONE AND MATERIALS USED:

CHARGEABLE TO: Occupant Management Owner