

Request For Maintenance/Work Order

Work Order #: _____

Property Name

Tenant Name: _____ Unit #: _____ Date: _____ Time: _____

Please Be Advised of the following Problem(s) in my apartment:

1. _____

2. _____

3. _____

You have my Permission to enter the unit to make necessary repairs: Yes No

Phone Number: _____ Signature of Resident: _____ Date: _____

-Office Use Only-

Initial Visit: Date Scheduled: _____ Time Range Given: _____ - _____ Hours Worked: _____

Second Visit: Date Scheduled: _____ Time Range Given: _____ - _____ Hours Worked: _____

Parts and Supplies Needed:

1. _____

2. _____

3. _____

Description of Work Completed:

1. _____
_____ Date Completed: _____
2. _____
_____ Date Completed: _____
3. _____
_____ Date Completed: _____

Notes to Resident: _____

Notes to Manager/Maintenance: _____

Maintenance Request Submitted? Yes No

Date Emailed: _____ Date Approved: _____

Ordered From: _____ Date Ordered: _____

Expected Delivery: _____ Delivered Date: _____

Resident Acknowledgement of Completed Work: _____ Date: _____

Maintenance Performed By: _____ Date: _____

Resident Manager Approval: _____ Date: _____