| WORK ORDER # | APARTMENT OR PROPERTY NUMBER | NAME | REPAIRS NEEDED / INSPECTION REQUIRED | TIME WRITTEN | DATE WRITTEN | DATE COMP. OR NEW WORK ORDER # | COST |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

## MAINTENANCE REQUEST AND WORK ORDER

**PERMISSION TO ENTER UNIT:**

( ) ANYTIME
( ) BY APPOINTMENT, OCCUPANT PRESENT

(DATE) _____ (TIME) _____

TELEPHONE NO. _____

**UNIT ENTRY NOTICE:**

WE WERE IN YOUR RESIDENCE TODAY TO PERFORM THE NECESSARY REPAIRS OR INSPECTIONS:

(DATE) _____ (TIME ENTERED) _____

(TIME DEPARTED) _____

**JOB STATUS:**

( ) COMPLETE
( ) INCOMPLETE BECAUSE OF _____

_____

( ) WILL RETURN TO COMPLETE

(DATE) _____ (TIME) _____

( ) OUTSIDE PROFESSIONAL ASSISTANCE

REQUIRED P.O. # _____

**MAINTENANCE PERFORMED BY:**

_____

**COST OF REPAIR:**

TOTAL HOURS _____

COST OF LABOR $ _____

COST OF MATERIAL $ _____

TOTAL REPAIR COST $ _____

**WORK AUTHORIZED BY:**

_____

☐ **Change Locks** ☐ **Change Air Filter** ☐ **Check Smoke Alarm**

**REQUEST**

**WORK DONE AND MATERIALS USED:**

**CHARGEABLE TO** ☐ **Occupant** ☐ **Management** ☐ **Owner $**