

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

## 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 APARTMENT 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:**

\_\_\_\_\_

**REQUEST** \_\_\_\_\_

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**WORK DONE AND MATERIALS USED:** \_\_\_\_\_

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