

MAINTENANCE REQUEST AND WORK ORDER

Building Name _____ Unit # _____ Date _____ PO # _____
Tenant Name: _____ Telephone # _____

Job Status: Complete () incomplete because of _____
Will return to complete _____

Cost or repairs:
Total Hours _____ Cost of Labor _____ Cost of Material _____ Total Repair Cost _____

Request:

Work Done and Material Used:

*I give Permission to the Property Management to enter to the Unit without anyone being present. Yes No

Maintenance performed by: _____ Tenant Signature _____

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