

MAINTENANCE REQUEST AND WORK ORDER

Time Stamp Here

Building Name _____ Unit # _____ Date _____ WO # _____

Tenant Name: _____ Telephone # _____

Time & Date To Schedule for maintenance to enter unit: _____

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

Tenant Signature: _____

Tenant - Work Requested:

-----OFFICE USE-----

Circle one: A – Urgent B – Routine C – Low PM - Preventive Maintenance

Maintenance - Work Done and Material Used: _____ **Start Date -** _____

Job Status: Complete YES / NO **Date:** _____ incomplete because of _____

Will return to complete: _____

Cost or repairs:

Total Hours _____
Cost of Labor \$ _____ Cost of Material \$ _____ Total Repair Cost \$ _____

Chargeable to: **Tenant** _____ **Property:** _____

Maintenance performed by 1 (Name/Date)

Maintenance Signature

Maintenance performed by 2 (Name/Date)

Maintenance Signature

Manager Signature (after job is completed)

Tenant Signature (after job is completed)

NO CASH – PLEASE CALL 213-531-9789 IF ANY EMPLOYEE DEMANDS CASH
THANK YOU! IT'S A PLEASURE TO BE OF SERVICE.