

WORK ORDER

Address: _____ Date ____/____/____

Tenant's Name _____

Phone Numbers - Home: _____ Work: _____ Cell: _____

- I give permission for the repair person to enter my unit.
- I do not give permission for the repair person to enter my unit.
- Please call to schedule a time when I will be home.

Repair Requested: _____

Repair Performed: _____

Material Used: _____

Time Required: _____ Date Completed ____/____/____

Repair Made By: _____

The repairs mentioned above have been satisfactorily completed.

Tenant's Signature

____/____/____
Date