

# MAINTENANCE REQUEST AND WORK ORDER

## PERMISSION TO ENTER UNIT:

- Anytime
- By Appointment, Occupant Present

(Date) \_\_\_\_\_ (Time) \_\_\_\_\_ Phone Number \_\_\_\_\_

## 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 \_\_\_\_\_

## MAINTENANCE PERFORMED BY:

\_\_\_\_\_

Request

Work Done And Materials Used: