## WORK ORDER: MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be <u>in writing</u> and delivered to the Office or to an authorized company representative. This form must be completed each time something in your home needs repair or replacement. No work will be done until this form is received by our office. You may also use our on-line form to submit a work order at <u>www.3310ak.com</u>.

Date:	Phone #:		-
Name:	Address:		-
☐ I am renting this property.			
☐ I own this property.			
	rty and this request $\Box$ <b>is</b> $\Box$ <b>is not cov</b>		
if the estimated cost is greater that	terial or labor cost for this request, ple an \$	ase alert me before	e the work is performed
$\mathbf{p_r}$	oblem/Work Required	# Hours	Materials Used
	obiciii work Required	# Hours	Waterials Oscu
I understand that maintenance	will enter my home to make the nec	essary repairs if	I am not present.
Resident's Printed Name	Resident's Signature	_	
The maintenance/repair items che	ecked off above have been performed	satisfactorily.	
Resident's Signature	Date		
Notes:	FOR OFFICE USE		
	Completed by:		
Assigned to:	Logged by:	Bill	able? □ yes □ no