

# WORK ORDER/SERVICE REQUEST

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Property Name: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_

Address/Unit #: \_\_\_\_\_

Description on work needed: \_\_\_\_\_

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**TO BE COMPLETED BY MAINTENANCE/REPAIR PERSON:**

Description of work performed: \_\_\_\_\_

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Completed By (signature): \_\_\_\_\_ Date Completed: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ # of Hours: \_\_\_\_\_