



Work Order

Property Address: _____

Date Requested: _____ Assigned to: _____

Best times to perform request: _____

Contact Name and Number for Entry: _____

Date of Request: _____ Date of Completion: _____

Description of the work requested: _____

<u>For Office use Only</u>
Work Order # _____
Cost Billed to Owner _____
Referral points assigned to referral _____
Approved Expense and Owner Upgrades suggested? _____

Emergency Level:

High Medium Low

Tenant Charge Owner Charge

Tenants here by are advised that running water or continually damage occurring with a high emergency level must be fixed immediately by employing service professionals from the local directory if an agent is unable to respond. Any additional damage for failure to do so and any avoidable costs associated with such shall be the responsibility of the tenants and/or residents, including but not limited to running toilets, sinks, faucets or exterior hoses.