Work Order Request

□ WO Entered



 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Needs Immediate Attention: Y N

 Resident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit# \_\_\_\_\_\_\_\_\_ Pet Y / N

Please check all that apply: □Safety Concern □Repair/Damage
□Plumbing □Electrical □Heat/AC □Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Briefly describe the work needed below. Please be as specific as possible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
By submitting this work order you are giving maintenance staff permission to enter your apartment at their convenience to make necessary repairs.
□Work was completed □Parts need to be ordered to complete repairs
□No Issue was found at this time □Will follow-up in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ WO Entered

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 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Needs Immediate Attention: Y N

 Resident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit# \_\_\_\_\_\_\_\_\_

Please check all that apply: □Safety Concern □Repair/Damage
□Plumbing □Electrical □Heat/AC □Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Briefly describe the work needed below. Please be as specific as possible.

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