

WORK ORDER: MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be in writing and delivered to the Office or to an authorized company representative. This form must be completed each time you make a request for work to be completed at your site or dwelling unit. **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 <https://www.barefootlandingonlakejames.com/work-order>.

Date: _____ Phone #: _____

Name: _____ Site #: _____

I am renting this property.

I own this property.

If I am responsible for any material or labor cost for this request, please alert me before the work is performed if the estimated cost is greater than \$_____.

Problem/Work Required	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

I understand that maintenance will enter my site to make the necessary repairs if I am not present.

Resident's Printed Name

Resident's Signature

The maintenance/repair items checked off above have been performed satisfactorily.

Resident's Signature

Date

DIAGNOSTIC ONLY

Diagnosis and Recommendation: _____

Date Diagnostic Complete: _____ Completed by: _____

FOR OFFICE USE

Notes: _____

Date Completed: _____ Completed by: _____

Assigned to: _____ Logged by: _____ Billable? yes no