



# WORK ORDER FORM

Date \_\_\_\_\_, 20 \_\_\_\_

**Building/Unit #** \_\_\_\_\_ / \_\_\_\_\_ **Phone #** (\_\_\_\_) \_\_\_\_\_ **eMail** \_\_\_\_\_

I, the undersigned, am requesting maintenance repairs to be done to my unit.

I require the following amount of notice of the Maintenance Worker/Contractor's entry into my unit prior to the maintenance repairs being performed:

- No notice needed {come whether I'm home or not):
- 24 hours notice needed:
- Please only come on the following date/time when I will be home: \_\_\_\_\_

Member's Name (PRINT): \_\_\_\_\_ Member's Signature: \_\_\_\_\_

Please enter my unit via the:      Front Door                       Side Door

Please check if you have a:      Dog                       Cat   
   Other       Please Specify: \_\_\_\_\_

## Describe the work repairs to be done:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Date Completed / Inspected: \_\_\_\_\_ Done by: \_\_\_\_\_

Comments:

---

---

---

Should member be invoiced for repairs?    Yes     No     (please check one)\*

\* If yes, provide details:

---

---

---

---