

FOR OFFICE USE ONLY

Date Received : _____
Work Order
Number : _____

**MAINTENANCE
REQUEST FORM**



URGENT/EMERGENCY

Date: _____

Unit #: _____

DAYTIME CONTACT INFORMATION:

Member: _____

Phone #: _____

E-Mail: _____

Permission to Enter:

Pets in Unit

YES NO

* YES NO

* **DOG LOCKED AWAY?**

YES NO

** If not checked, Then answers are YES!*

(Any escape of pet(s) or injury resulting from pet(s) not locked away are the responsibility of the member.)

DATE/DAYS AND TIME MEMBER IS AVAILABLE FOR MAINTENANCE TO ATTEND UNIT.

DATE / DAYS: _____

TIMES: MORNING (9:00am to NOON) AFTERNOON (1:00am to 5:00pm)

WORK TO BE DONE:

Multiple horizontal lines for describing the work to be done.

I understand that work orders are prioritized by: emergency, permission to enter, then by appointment only (no permission given) and that if permission is not given this will result in a delay in work being performed.

Member's Signature

Date

Please complete form completely and return to the office via: Mail Box at office OR Fax Back to: (204) 488-9308