

WORK ORDER

Date & Time	
Resident Name	
Address	

Type of Work to be Performed

Tools Needed to Complete Work

Maintenance Tech or Contractor's Name or Company Name

Price of labor/parts	# of hours or parts	Total Cost
TOTAL COSTS		

Work Performed By	Date

Notes:

Perforated Portion Below is to Be Completed and Left in Unit

NOTICE OF ENTRY TO RESIDENCE

Date:	Time Entered:
Reason For Entering: Maintenance	Time Left:
Work Completed By:	
Work Performed:	
Notes:	