



706 S COLLEGE AVE SUITE 202  
FORT COLLINS, CO 80524

Work Order Number 2009 - \_\_\_\_\_

# MAINTENANCE WORK ORDER

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ TAKEN BY: \_\_\_\_\_

1<sup>ST</sup> REQUEST                      2<sup>ND</sup> REQUEST                      3<sup>RD</sup> REQUEST

ADDRESS \_\_\_\_\_  
TENANT \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

OK TO ENTER      CALL FIRST      BY APPOINTMENT      VACANT  
ANY PETS? – WHAT KIND? \_\_\_\_\_

WORK REQUESTED:                      BY OWNER:                      BY TENANT:

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

**DESCRIPTION OF WORK COMPLETED:**

**OFFICE USE ONLY:**

	DESCRIPTION OF WORK DONE	TIME (Hours)	MATLS COST	OFFICE USE ONLY:				
				CHRG T/PTC/O/NC	MOVE OUT Y/N	TIME \$	MATLS \$	TOTAL \$
1.								
2.								
3.								
<b>TOTALS \$</b>								

WORK COMPLETED BY: \_\_\_\_\_ WORK COMPLETED DATE: \_\_\_\_\_  
WORK BILLED DATE: \_\_\_\_\_ LEASE EXPIRES: \_\_\_\_\_