



706 S COLLEGE AVE SUITE 202
FORT COLLINS, CO 80524

Work Order Number 2006 - _____

MAINTENANCE WORK ORDER

DATE: _____ TIME: _____ TAKEN BY: _____

1ST REQUEST _____ 2ND REQUEST _____ 3RD REQUEST _____

ADDRESS _____

TENANT _____

PHONE _____ ALTERNATE PHONE _____

___ 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. _____								

TOTALS \$								

WORK COMPLETED BY: _____

WORK COMPLETED DATE: _____

WORK BILLED DATE: _____

LEASE EXPIRES: _____