



706 S COLLEGE AVE SUITE 202  
FORT COLLINS, CO 80524

Work Order Number 2006 - \_\_\_\_\_

# 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 \_\_\_\_\_ 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. _____								
_____								
_____								
_____								
<b>TOTALS \$</b>								

WORK COMPLETED BY: \_\_\_\_\_

WORK COMPLETED DATE: \_\_\_\_\_

WORK BILLED DATE: \_\_\_\_\_

LEASE EXPIRES: \_\_\_\_\_