

Work Order # _____

MAINTENANCE WORK ORDER

Resident: _____ Phone _____
Address _____ Unit _____
Pet in Residence ___ Yes ___ No

I understand that my signature authorizes Preferred Properties Co. to enter the above named Rental for Maintenance Purposes.

Signature _____ Date _____

Date Assigned _____ Assigned to _____

Work Requested: _____

Work Performed: _____ Hours worked _____

Materials Used: _____

Date Work Completed _____ Charge: ___ Resident ___ Management ___ Owner

Date Billed _____ Billed by _____ Amount Billed \$ _____

Location of Damaged Parts _____ Tagged ___ Yes ___ No