

WORK ORDER

Time initially drawn _____:_____ AM PM

Time Inputted into computer _____:_____ AM PM

drawn by: _____

code# _____

Inputted by: _____

Project Name: _____ Reason for work order: HUD INSP. COURT STIP VIOLATION OTHER

Tenants Name: _____ Apartment # _____ Tenants Phone #: (____) _____ - _____

Date/time work commenced ____/____/____ :____ AM PM If appointment date and time ____/____/____ :____ AM PM

Nature of work to be done: _____

Remarks: _____

_____ Tenant missed appointment Tenant's responsibility

Fill in below after work has been completed:

Maintenance person's name: _____ code# _____
Printed signature

Check box that applies to signer: Head of household not head of household _____
Print name if not head of household

Relationship to head of household: Sibling Parent Grandparent son/daughter other _____

Date/time work completed ____/____/____ :____ AM PM

Tenants signature: _____

