WORK ORDER

REQUEST FOR MAINTENANCE REPAIRS & PERMISSION TO ENTER TO REPAIR

BUILDING: _____ APT. #: _____

The undersigned hereby request the following repairs and maintenance to be done to my suite.
I desire that the said repairs and maintenance be attended to as soon as possible, and for such purpose, I give you and your workman permission to enter my apartment to affect such repairs as you deem necessary during reasonable hours including during my absence. Should more than one visit be required to complete the maintenance/ repair work, I also give my consent to subsequent attendances.

IT IS AGREED THAT IF THE REPAIR WORK TO BE DONE HAS BEEN CAUSED BY THE NEGLIGENCE OR MISUSE OF THE UNDERSIGNED TENANT (S) AND/OR THEIR GUESTS, THEN THE TENANT AGREES TO PAY THE COST OF SUCH REPAIRS IN ADVANCE TO THE LANDLORD.

_____ _____
TENANT NAME-PRINT TENANT SIGNATURE

DATE REQUESTED _____ TELEPHONE : (Res) ( ) _____
BY TENANT:

(Bus) ( ) _____

DESCRIPTION OF WORK REQUIRED (Mobile) ( ) _____

ITEM	WORK COMPLETED BY	DATE COMPLETED

REPAIRS COMPLETED: _____ DATE: _____
TENANT SIGNATURE

ORDERED BY: _____

AUTHORIZED BY:_____

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