



YOUR  
LETTERHEAD  
HERE

# MAINTENANCE REQUEST & WORK ORDER

UNIT:

DATE:

WORK REQUESTED (JOB DESCRIPTION):

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CHARGE TO: (CIRCLE ONE)

TENANT

OWNER

MANAGEMENT

ASSIGNED TO:

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WORK COMPLETED:

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

APPROVED BY: \_\_\_\_\_

IF INCOMPLETE, EXPLAIN:

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FIRST NAME	LAST NAME
Richard	Evans
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