

Rental Property Maintenance Work Order

Please fill out this form to request maintenance or document repairs. This form is designed for printing and record-keeping.

1. Work Order Details

Work Order #: Date Requested:

Priority Level: Assigned Technician:

2. Tenant & Property Information

Tenant Name:

Property Address: Unit/Apt #:

Phone Number: Email Address:

3. Description of Issue

Location of Problem (e.g., Kitchen, Bathroom):

Description of Repair Needed (Line 1):

Description of Repair Needed (Line 2):

4. Access Permissions

Permission to Enter Unit if Tenant is Absent? (Yes / No):

Special Entry Instructions / Gate Codes / Pet Warnings:

5. Action Taken (For Office/Technician Use Only)

Description of Work Completed (Line 1):

Description of Work Completed (Line 2):

Materials/Parts Used: Hours Worked:

Date Completed: Job Status:

6. Signatures & Approvals

Tenant Signature (on completion): Date:

Technician Signature: Date: