

Apartment Maintenance Work Order Form

Please fill out this form to request maintenance services for your apartment. Once completed, this form can be printed and submitted to the leasing office.

1. General Information

Work Order Number (Office Use): <input type="text"/>	Date of Request: <input type="text" value="MM/DD/YYYY"/>
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2. Resident Contact Information

Resident Full Name: <input type="text"/>	Apartment Number: <input type="text"/>
Phone Number: <input type="text" value="(555) 555-5555"/>	Email Address: <input type="text"/>

3. Maintenance Request Details

Location of Issue (e.g., Kitchen, Bathroom, Living Room): <input type="text"/>
Description of Problem (Please be specific): Line 1 <input type="text"/> Line 2 <input type="text"/> Line 3 <input type="text"/>
Permission to Enter? (Enter YES or NO): <input type="text" value="Yes / No"/>
Are there pets in the apartment? (Enter YES or NO, and describe if yes): <input type="text" value="Yes/No and details"/>

4. Maintenance Action Taken (Office/Technician Use Only)

Technician Assigned: <input type="text"/>	Date Work Completed: <input type="text" value="MM/DD/YYYY"/>
Action Taken / Notes: <input type="text"/> <input type="text"/>	
Technician Signature: <input type="text"/>	Resident Signature (Upon Completion): <input type="text"/>