

REPAIR REQUEST, WORK ORDER & INVOICE

To request a repair, Tenant must fill out the information in this box, or make a request on a sheet of paper, and mail or deliver to Landlord pursuant to the instructions in your lease agreement. PLEASE READ YOUR LEASE regarding repair requests.

Date: _____ / _____ /20_____ Tenant: _____

Property: _____

Work Requested (Job Description):

Tenant Signature: _____

For office use only:

Assigned to: _____

Work Completed:

Date Started: _____ / _____ /20_____ Date Completed: _____ / _____ /20_____

If Incomplete, Explain:

Tenant not home at scheduled appointment time Supplies not available & have been ordered

Signature of Repair Person or Manager: _____

Signature of Tenant or Authorized Person: _____

Tenant Invoice: (Please pay this bill to Landlord immediately!)

Amount: \$ _____ This charge is allowed in your lease and YOU AGREED TO make this payment when you signed the lease agreement. Please review your lease contract.

Reason for Invoice:

- This repair is Tenant Responsibility under the lease
 Tenant has neglected to do the work & was previously notified by Landlord
 Tenant not at property at time of repair appointment. Trip Charge.

Other: _____