

# Work Orders

PERMISSION TO ENTER UNIT ANYTIME

\_\_\_\_ YES

\_\_\_\_ NO

OCCUPANTS PRESENT

\_\_\_\_ YES

\_\_\_\_ NO

\_\_\_\_ Landmark

WORK AUTHORIZED BY

\_\_\_\_ El Norte

\_\_\_\_ Royal Oaks

Name \_\_\_\_\_ APT # \_\_\_\_\_

Repairs Needed

A/C Heat

Electrical

Water Leaks

Water Heater

\_\_\_\_ A/C not cooling

\_\_\_\_ On/Off Switch will not work

\_\_\_\_ sink at kitchen

\_\_\_\_ not working

\_\_\_\_ A/C will not turn on/off

\_\_\_\_ Outlets not working

\_\_\_\_ sink at bathroom

\_\_\_\_ leaking water

\_\_\_\_ A/C is leaking water

\_\_\_\_ lights will not work

\_\_\_\_ at shower

\_\_\_\_ A/C thermostat is not working

\_\_\_\_ Out side lights not working

\_\_\_\_ at toilet

\*Notes\*

UNIT ENTRY NOTICE: We were in your residence today to perform the necessary repairs.

Date \_\_\_\_\_ Time Entered \_\_\_\_\_ Time Departed \_\_\_\_\_

JOB STATUS

\_\_\_\_ completed

\_\_\_\_ incomplete because of \_\_\_\_\_

\_\_\_\_ will return to complete Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_ outside professional assistance required \_\_\_\_\_

MAINTENANCE PREFONED BY \_\_\_\_\_