

**Platinum Property
Management Company
Work Order Form**



**PLATINUM
PROPERTY
MANAGEMENT**
Experienced professionals you can trust.

Date: _____

Client Information:

Client Name: _____

Property Address: _____

Contact Information: _____

Description of Work Needed:

[Provide a detailed description of the maintenance/repair work required, including any specific areas of concern, issues, or requests.]

Priority Level:

[Indicate the priority level of the work order, such as High, Medium, or Low.]

Access Information:

[Specify any access instructions or requirements for the maintenance/repair personnel to enter the property.]

Preferred Date and Time for Service:

[If applicable, provide the client's preferred date and time for the service to be performed.]

Additional Notes:

[Include any additional information or special instructions relevant to the maintenance/repair work.]

Authorization:

I, _____, authorize Platinum Property Management Company to perform the maintenance/repair work described above. I understand that the cost of the service will be billed according to the company's policies and that additional charges may apply for any materials or parts required.

Signature: _____

Date: _____

Once completed, please submit this work order to the appropriate department for scheduling and assignment to maintenance/repair personnel. Thank you for your prompt attention to this matter.

Platinum Property Management Company
416-876-5792 GTA & surrounding
647-404-3743 Wellington County & surrounding