

## TENANT WORK REQUEST

VENDOR: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

WORK REQUESTED: \_\_\_\_\_

\_\_\_\_\_

ITEM#: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

MAY A KEY BE USED TO ENTER? \_\_\_\_\_ IF NOT, WHEN WILL AN ADULT BE

PRESENT? DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CALL FIRST? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THERE A PET IN / ON THE PREMISES THAT COULD POSE A THREAT TO OUR VENDOR?

YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU AWARE THAT IF THE WORK REQUESTED IS FOUND TO BE AN OCCUPANT'S

RESPONSIBILITY, YOU WILL BE BILLED FOR THE CHARGES? \_\_\_\_\_

ARE YOU AWARE THERE IS A \$25.00 CHARGE FOR EACH OCCURRENCE? \_\_\_\_\_

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REQUEST APPROVED BY: \_\_\_\_\_ DISAPPROVED BY: \_\_\_\_\_

TENANT NOTIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

**DISPOSITION: PLACE IN TENANT'S FILE IF DISAPPROVED. IF APPROVED, ATTACH TO THE WORK ORDER.**