



Work Order Number WO 2013-

MAINTENANCE WORK ORDER

FORT COLLINS, CO 80524
Phone: 970-224-9204
Fax: 970-224-0242
Phone: 970-224-9204

www.poudreproperty.com

DATE: _____ SUBMITTED BY: _____

PROPERTY ADDRESS: _____ UNIT/APT: _____

TENANT NAME: _____

CONTACT PHONE: _____ EMAIL: _____

- 1st. Request
- 2nd. Request
- 3rd. Request

OK To Enter

When this Maintenance Request is submitted the Tenant/Owner authorizes Poudre Property Services to enter the property and carry out the requested work. Poudre Property Services will place a single phone call, in advance advising when the technicians will be arriving. If for any reason Poudre Property Services is unable to gain access at the designated time, the Tenant/Owner requesting the work will be charged a one hour minimum service call.

Pets? Yes No What? How Many? Caged? _____

WORK REQUESTED BY: Tenant Owner HOA Other _____

WORK REQUESTED

1. _____
2. _____
3. _____

WORK APPROVED BY: Manager: _____ Date: _____ Property Code:

Manager Comments: _____ TC PTC OC HOA Other _____

WORK COMPLETED:

DETAIL DESCRIPTION OF WORK DONE		TIME (HOURS)	MATLS COST	OFFICE USE ONLY			
				CHARGE	M-OUT Y/N	TIME \$\$	MATLS \$\$
JOB 1							
JOB 2							
JOB 3							

ASSIGNED TO: _____ COMPLETED BY: _____ **TOTALS \$**

VERIFIED BY: _____ DATE COMPLETED: _____

NOTES: _____

