

EXAMPLE
Service Request

Request Date _____ Assigned Request Number: # _____

Requested By _____ Telephone (____) _____

Address for Service: _____

Permission to enter if tenant not present: [] Yes [] No

WORK REQUESTED: [] preventative [] repair [] emergency [] clean
[] electrical [] plumbing [] other

ASSIGNED TO: Staff (Name) _____ DATE ASSIGNED _____
Contractor (Name) _____
Telephone (____) _____

Describe Request:

WORK PERFORMED BY:

DATE COMMENCED: _____ DATE COMPLETED: _____

Describe work performed:

LABOR
Code _____ Time _____ hours X rate \$ _____ = \$
_____ Time _____ hours X rate \$ _____ = \$

TOTAL LABOR COST \$ _____

MATERIALS
Qty _____ Description _____ Unit Price \$ _____ Total \$ _____
Qty _____ Description _____ Unit Price \$ _____ Total \$ _____

TOTAL COST OF MATERIALS \$ _____

CHARGE TO: Tenant _____ Landlord _____ Other _____

Work requested has been inspected, verified and found to be satisfactorily completed.

Signature of Tenant _____ Date _____

Signature of Manager _____ Date _____