

# Jennifer Martin Realty

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## Work Order for Repairs- Issues with a Property.

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Date \_\_\_\_\_ Urgent Y / N Date issue started \_\_\_\_\_

Property Address \_\_\_\_\_

Tenant Name \_\_\_\_\_ Best Contact # \_\_\_\_\_

Is this regarding Air Conditioner or Heat Y/ N which one \_\_\_\_\_

Utilities issue- Cable Y/ N Power Y/ N Gas Y/ N Internet Y / N Phone Y/ N

Are these included in your rent? Y/ N Problem – Briefly describe the issues you are having.

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Are you able to stay at the property until the issue is fixed? Y/ N

Please fax this work order, or drop it off to us and we will have all work orders addressed within 48 hours. If this is an emergency please also call our afterhours number at 702.612.3379 and leave a message and you call will be returned. All heating and air conditioners are treated as emergency and will be sent out for repairs with one of our vendors within the same day we receive the work order.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Office Use only

Recd \_\_\_\_\_ By \_\_\_\_\_ Emergency \_\_\_\_\_ Sent Out \_\_\_\_\_

Results \_\_\_\_\_ Date Completed \_\_\_\_\_ Cost \_\_\_\_\_

Approved by \_\_\_\_\_ Paid to \_\_\_\_\_ Amount \_\_\_\_\_

Completed Date \_\_\_\_\_ Final Sign Off \_\_\_\_\_