

WORK ORDERS

The Management Office recognizes that it is not always easy for our residents to come in and fill out a work order, and because the office needs a written work order, below please find a work order that you can copy for your use. These work orders can be faxed to 732-350-2691 at any time (or dropped in the drop box in the clubhouse lobby or at the office). All works orders **must** be filled out by the homeowner; please check the box on the upper right hand corner for occupancy information. **WORK ORDER CHARGES ARE \$25 PER HALF HOUR PER MAINTENANCE MAN & ANY PARTS INCURRED.**

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Crestwood Village Five, Inc.

Home is occupied by:
Homeowner _____
Tenant _____

RESIDENT

DATE

ADDRESS

YOUR PHONE NO.

WORK REQUIRED (DESCRIBE CLEARLY)
PLEASE PRINT—USE BALL POINT PEN

One Item Per Request

FOR OFFICE USE ONLY— DO NOT WRITE IN THIS SPACE

Time Spent	
Hrs.	Min.

The above work has been completed to my satisfaction

Work Performed By

Resident's Signature

Date Finished