



## MAINTENANCE WORK ORDER

Non-Emergency repairs will be done *Monday – Friday 8:00am to 4:00pm*  
After Hours Emergency Line: **970-920-5457**

**Date:** \_\_\_\_\_ **Unit:** \_\_\_\_\_ **Property:** \_\_\_\_\_

**Permission to Enter:**     8:00am – 12 noon     1:00pm – 4:00pm

**Name:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Requested By:**

- Tenant
- Property Manager
- Maintenance

**Reason:**

- Inspection
- Follow-Up
- Emergency
- Turnover
- Repair

**Category:**

- PLUMBING
- ELECTRICAL
- APPLIANCES
- DOORS/WINDOWS
- FLOORING
- SMOKE DETECTORS

**Room:**

- Living Room
- Kitchen
- Bathroom
- Bedroom

**Work Requested:** \_\_\_\_\_

\_\_\_\_\_

APCHA STAFF TO COMPLETE BELOW:

**Work Completed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Was damage due to tenant negligence:**     No     Yes

**If Yes, Please describe** \_\_\_\_\_

\_\_\_\_\_

**Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_