

Liberty Housing Co-operative Inc

MAINTENANCE WORK ORDER

Unit No. _____

Date: _____

Name: _____ Tel No. _____

Write down the problem that you have in your unit and fill in a separate work order for each other problem. Please give a clear description of the work that you think needs to be done and be as specific as possible.

I give permission to enter my apartment for the purpose of this maintenance work order.

Member's Signature: _____

OFFICE USE

<u>Charges to the Member:</u> Compact Bulbs-\$5.00 <input type="checkbox"/> R. hood Filter-\$12.00 <input type="checkbox"/> Key for unit-\$25.00 <input type="checkbox"/> Mail-box key-\$5.00 <input type="checkbox"/> Other Charges: <input type="checkbox"/>	<u>Work assigned to:</u> <u>Date completed:</u>	<u>Approved by:</u> <u>Date:</u>
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