**PROPERTY DETAILS**

 **Property Name:**

 **Address:**

**Unit/Apartment Number:**

**Tenant Name:**

**Contact Information:**

**WORK ORDER DETAILS**

**Work Order Number**

**Date of Request:**

**Description of Issue:**

**Priority:**

**Requested Completion Date:**

**Emergency: [Yes/No]**

**MAINTENANCE TEAM ASSIGNMENT:**

**Assigned Maintenance Team Member:**

**Contact Information:**

**Task Description:**

**WORK ORDER STATUS:**

**In Progress:**

**Completed:**

**Verified by Tenant: [Yes/No]**

**VENDOR/CONTRACTOR INFORMATION (IF APPLICABLE):**

**Vendor/Contractor Name:**

**Contact Information:**

**Estimated Cost:**

**NOTES AND COMMENTS:**

**Provide any additional notes, comments, or updates related to the work order.**

**Tenant Feedback:**

**Tenant's Satisfaction Rating: [Rate from 1 to 5, with 5 being highly satisfied]**

**Comments:**

**Attachments (if applicable):\***

**Upload any relevant documents, photos, or reports related to the work order.**

**Signature:**

**[Tenant's Signature] [Property Manager's Signature]**

Instructions:

1. Fill out the property details, work order description, and tenant information.

2. Assign the work order to the appropriate maintenance team member if required.

3. Update the work order status as it progresses.

4. If using a vendor or contractor, provide their information and estimated cost.

5. Document any tenant feedback and rate their satisfaction.

6. Attach any relevant files or images.

7. Sign and date the work order to confirm its receipt and processing.