



project homekey
MENDOCINO COUNTY

Work Order For Live Oak Apartments

Check one

For Maintenance
 Special Request

Date of Request:

Tenant Contact Info

Tenant Name

Apartment #

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Location of issue

Description of issue

Description of Request

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For Official Use Only

Received by :

Date Received

Assigned to:

Deadline Date
to be completed:

Date Work Completed

Special Request Approval By

Granted/Denied

Date resident notified of completion or approval status:

Tenant Signature
Upon Completion

Maintenance/Special Request Form Instructions

Please complete upper portion of Work Order, located in the bottom file holder next to these instructions.

Check the box for maintenance or special request.

Please make sure your information and how best to get in touch with you on the form.

Describe the maintenance issue or special request in enough detail that staff knows how to assign the request.

When complete, please return form into the top file holder.

You will be notified when maintenance is scheduled or when a decision on your special request has been made. You will be asked to sign off on the form once your request has been completed.