



# IRRIGATION / LANDSCAPING WORK ORDER REQUEST

Building Number: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Owner:  Tenant:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Text ok? Yes No

Email Address: \_\_\_\_\_

Please describe the work needed and closest location building/unit #. **YOU MUST CIRCLE THE AREA ON THE MAP ON THE BACK OF THIS ORDER.** You can also attach any photo or information pertaining to this request or send an email with photos to [oakwoodvillas@cfl.rr.com](mailto:oakwoodvillas@cfl.rr.com). Requests are placed in a que, with some taking priority for safety reasons. Please be patient while we catch up on old work orders.

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By submitting this Work Order, I understand that my work order will be placed in que for the Maintenance Team or may require an outside vendor to perform the work. The Vendor or Maintenance Team may need to contact you directly to gain entry to patio or unit. Any obstruction (ie: screened in patios, furniture, personal belongings) is the sole responsibility of the owner/tenant to remove or protect prior to work being done. Some Work Orders may be scheduled for a later time due to scheduling of mass repairs to units of the same items: stucco, roof, and wood related issues.

I am authorized (owner, tenant, or Property Manager) to request this work order and will be responsible for any charges that may occur. If a work order is deemed not the responsibility of the POA, you will be notified by email.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received:	Assigned To:	Date Completed / Initials
	Date Notified Owner / initials	Date Completed:

Describe why unable to complete: If materials are needed, make a list.