



WORK ORDER REQUEST

Building Number: _____ Unit Number: _____ Owner: Tenant:

Name: _____ Email: _____

Type of Work Order Request (*one per form*) – REPEAT WORK ORDERS WILL NOT BE SUBMITTED:

- | | | |
|---|--|--------------------------|
| <input type="checkbox"/> Landscaping | Wood/Pergola (trellis)/Fascia/Lattice | <input type="checkbox"/> |
| <input type="checkbox"/> Irrigation | POA Maintained Light Poles (Round Globes) | <input type="checkbox"/> |
| <input type="checkbox"/> Stucco | Pressure Washing Patios & Sidewalks <u>\$30.00</u> | <input type="checkbox"/> |
| <input type="checkbox"/> 1 st Level Gutter Cleaning <u>\$25.00</u> | 2 nd Level Gutter Cleaning <u>\$50.00</u> | <input type="checkbox"/> |
| <input type="checkbox"/> OTHER _____ | | |

Please describe location on building and the request for your Work Order and attach any photo or information pertaining to request:

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 staff may need to contact you directly to gain entry to patio or unit. Any obstruction (ie: screened in patios) are the responsibility of the owner to remove and replace prior to work being done. Some items 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. Landscaping does work in 4 sections, and will be scheduled in the regular rotation. (Trees in personal landscaping are not the responsibility of the POA and require ARR Form for removal or planting.)

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: _____

Date Entered OVPOA