

# AURORA VILLAGE CO-OP

## WORK ORDER

Name: \_\_\_\_\_

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

Unit No.: \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(W) \_\_\_\_\_

Description of Work: (Please print)

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Please check one: \_\_\_\_\_ Emergency      \_\_\_\_\_ Urgent      \_\_\_\_\_ Routine

If provided with tools and/or materials, are you able to do this work yourself?

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ Will assist

Is this Work Order related to a Moveout?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If "Yes", what is your Moveout date?

\_\_\_\_\_

I hereby authorize a member of the Maintenance Committee, or a Contractor hired by them, to enter my unit to carry out these repairs or an examination, in the event that I am not home.

\_\_\_\_\_  
(Member's Signature)

\_\_\_\_\_  
(Date)

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**FOR OFFICE USE ONLY**

Work Order No.: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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