

Work Order/Maintenance Request

400 N LaSalle Drive
Apartment 3008
Chicago IL 60654
Phone: 630-272-6222

Date: _____ Time: _____
Tenant Name: _____
Address: _____
Phone Number: _____
Email: _____

Description of Maintenance Requested

Office Use Only

Maintenance Request Notes

Received _____ Time _____

Date of Completion _____

Follow-up with Tenant: _____ Date: _____

Notes from Follow-up:
