***Cash Energy Condominium Association***

#  Work Order Request

***Instructions: This is a Form Fillable Word Document. Complete on your computer and email to*** ***ronda@epmanagement.com*** ***&*** ***toni@epmanagement.com***

Date: Click or tap here to enter text. Unit #:Click to enter unit #

Requested by (Name): Click or tap here to enter text.

Requested by (Company/Title):Click or tap here to enter text.

Telephone #: Click or tap here to enter text.

E-mail address:Click or tap here to enter text.

Work Requested:

Access to Utility Closest (click to check all that apply):

[ ] Verizon [ ] Comcast [ ] Electrical [ ] Plumbing

 [ ] 1st Floor [ ] 2nd Floor [ ] Other Need (describe below)

Other Work Requested (be specific):

 Click or tap here to enter text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Notification Only For (check all that apply):\*\*

[ ] Access to Roof [ ] Moving In/Out [ ] Contractor Work in My Unit [ ] Signage

\*\* Provide contractor’s certificate of insurance

Date(s) of Activity: Click or tap here to enter text.

## ***\*Note: Unit Owner will be billed for all associated costs, if the condition did not result from “Common Area” building components or activities. See Association policies.***

***For Completion by EP Management:***

Date Received: Click here to enter text. Date Closed: Click here to enter text.

Person/Company assigned to task: Click or tap here to enter text.

Source of Problem (click to check one): [ ] Owner’s Unit [ ] Common Area [ ] N/A

Comments: Click or tap here to enter text\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.