***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***](mailto:ronda@epmanagement.com) ***&*** [***toni@epmanagement.com***](mailto: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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.