Work order

You fill in the top half. The vendor fills in the bottom half and returns it with the invoice.

Work order no. _____ Date issued _____

Priority ☐ Emergency ☐ Urgent ☐ Routine Due by _____ Tenant's request no. _____

Property and access

Property address _____ Unit _____

Tenant name _____ Tenant phone _____ OK to call the tenant? ☐ Yes ☐ No

Permission to enter ☐ Tenant will be home ☐ May enter if no one is home ☐ Call the tenant first Entry notice given on _____

Pets _____ Access ☐ Key ☐ Lockbox ☐ Tenant lets you in ☐ Other

Entry notes (where the key or lockbox is; give lockbox and alarm codes by phone, not on this sheet) _____

The job

Where in the unit _____

Problem as reported (the tenant's words)

What to do

Vendor and visit

Vendor or company _____ Trade _____ Vendor phone _____

Scheduled date _____ Arrival window _____ On file ☐ License ☐ Insurance

Approval limit $ _____ Call before going over this amount. Work beyond what is listed above needs an OK first.

Filled in by the vendor

Work performed

Materials and parts	Qty	Unit cost	Amount

Labor	Hours	Rate	Amount

Photos ☐ Before photos ☐ After photos Send them with the invoice.

Invoice no. _____ Invoice date _____

Over the approval limit? ☐ No ☐ Yes, approved by _____ on _____

Materials total	
Labor total	
Tax or other	
Total	

Sign-off

Vendor: work done as described
Signature and date

Tenant: problem fixed
Signature and date

Landlord or manager: approved to pay
Signature and date

Keep a copy with the unit's records. Example and Excel version: rentals369.com/tool-work-order-template.html