



Ironwood Management
17207 Ventura Blvd. #312
Encino, CA 91316

Work Order # _____

Maintenance Request

Requested by: _____ Date: _____

Address: _____ Unit #: _____ Phone #: _____

Permission to enter unit Yes No
What time is best for you? 8 am – 12 pm 1pm – 5pm Any time

List Maintenance Problems:

1. _____

2. _____

3. _____

4. _____

5. _____

As agreed in lease, any repairs caused by tenant neglect or abuse will be charged to the tenant.

Tenant Signature

Office Use Only:

Request should be completed by: On-Site Manager Maintenance personal Contact Vendor

Work Completed by: _____ Date: _____

Brief Description of Work Completed: _____

Bill Work to:

Ironwood Management \$ _____ and _____ Hrs. Labor

Resident, Unit # _____ for the amount of \$ _____ and _____ Hrs. Labor

For accounting purposes, attach copy of all receipts, invoices, and vendor work orders.