SNAPE Enterprises, Inc.
17194 Preston Road, Suite 102-393 Dallas, Texas 75248 ● Tel: 972-267-2600 ● Fax: 972-267-2620

MAINTENANCE REQUEST & WORK ORDER

(Please complete only the top section and mail or fax to SNAPE Enterprises, Inc.)

Property Address: _____ Date:_____

Tenant(s) Name: _____

Phone:_____ Tenant(s) Signature(s):_____

For Tenant use:
MAINTENANCE WORK REQUESTED (JOB DESCRIPTION):

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CHARGE TO: (CIRCLE ONE) TENANT SNAPE

For SNAPE Enterprises, Inc. use only:

WORK ORDER #:_____

Work Order Approved by:_____ Approved on:_____

Work Order Assigned to:_____ Assigned on:_____

Work Order Completed by:_____ Date Completed::_____

Amount Charged by contractor: $_____ (Labor), $_____ (Material), TOTAL: $_____

Work Performed (Include material required):_____

_____

IF WORK ORDER IS INCOMPLETE, EXPLAIN: _____

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