

Forest City Housing Co-operative Inc.

20-200 Banbury Road
London, Ontario N5Z 4R9
519-204-1221
forestcityhousing@yahoo.ca



MAINTENANCE WORK ORDER

WO# _____ (to be completed by office)

Date: _____ **Unit #** _____ **Address:** 200 Banbury Rd

Member Name: _____ **Phone:** _____

Email Address: _____

Description of Problem:

Have you made any attempts to correct the problem? Yes **No**

If so, what has been done?

Does the Co-op/maintenance staff have permission to enter in your absence? Yes **No**

Member's Signature: _____

For office use only: *Please attach all invoices, receipts and supporting documentation.*

Estimate Cost: _____ **Actual Cost:** _____ **Billed to:** **Member** **Co-op**
(circle one)

Date completed: _____ **Work completed by:** _____

Comments:

Pre-Repairs: