



# AROUND THE CLOCK, INC. CRMC<sup>®</sup>

a certified residential management company

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## WORK ORDER REQUEST

### RESIDENT INFORMATION

Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

### WORK REQUESTED/ITEMS TO BE REPAIRED:

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### FOR OFFICE USE ONLY

Date: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Bid Only  Proceed With Work Complete By: \_\_\_\_\_  
Property Manager: \_\_\_\_\_ Ext #: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**\*\*PLEASE CONTACT TENANT TO ARRANGE FOR ACCESS**

### WORK ORDER REQUESTED:

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CONTRACTOR IS ONLY TO PERFORM THE WORK ABOVE REQUESTED. WORK DONE BY CONTRACTOR BEYOND THE ABOVE MAY NOT BE REIMBURSED BY AGENT. IF IN DOUBT CONTACT THE PROPERTY MANAGER.