

MCCORMICK PROPERTY MANAGEMENT AND REALTY, LLC
260 W. MAIN STREET, SUITE 102
HENDERSONVILLE, TN 37075 FAX: 264-9102 PHONE: 264-0041
Email: jackie@jackiemccormick.com

WORK REQUEST

Property Address: _____

Requested by _____

Date requested: _____

Tenant's Home Phone : _____ **Cell Phone:** _____
e-mail address: _____

Key: _____ **Tenant must be there** _____ **okay for Maintenance man to enter with key**
Pets to consider: _____

REPAIRS/ACTIONS TO BE MADE:

1. _____

2. _____

3. _____

4. _____

If maintenance involves an appliance, please note the following:

Item: _____ **Make:** _____ **Model #** _____

Signed: _____ **Date:** _____

Please fax this form to 264-9102

Office Use only:

Date of Written Estimate: _____ **Approved by Owner:** _____
date

Date completed: _____