



SELECT HOMES TENANT WORK ORDER REQUEST

Date of request _____	Home # _____
Tenant _____	Wk # _____
Tenant _____	Wk # _____
Address _____	Mobile # _____
City _____	

Work Requested – please list items separately & explain in detail including what troubleshooting you have done regarding the maintenance issue/work request:

1. _____

2. _____

3. _____

 Signature of Tenant Date

NOTE: WORK ORDER CAN BE SCANNED AND EMAILED, FAXED OR DROPPED OFF AT OUR OFFICE (REMEMBER WE HAVE A DROP BOX IF AFTER HOURS). A VENDOR WILL NOT BE ASSIGNED UNTIL A SH TEAM MEMBER HAS RECEIVED AND INITIALED THIS REQUEST. Remember to check our troubleshooting points in the Tenant Handbook before submitting work request. Please be sure to be as detailed as possible including if this is a repeat of the same issue. Please indicate the best number for the vendor to reach you.

For Office Use Only: DATE RECEIVED: _____ INITIALS: _____

Owner Name _____

Work Assigned to	Date Assigned	Work Completed on
_____	On _____	_____
_____	On _____	_____
_____	On _____	_____