



**OWNER WORK
REQUEST/AUTHORIZATION
FOR SELECT HOMES**

THIS FORM IS TO BE USED FOR ANY WORK REQUESTED BY THE OWNER INCLUDING "MAKE READY" CLEANING, MAINTENANCE, PAINTING, ETC. FOR AN INCOMING PROPERTY OR VACANT HOME IN-BETWEEN TENANTS (EXCLUDING TENANT CHARGES), ANY INSURANCE CLAIM WORK OR ANY EXTRAORDINARY MAINTENANCE REPAIRS OR REHAB/UPGRADE WORK THAT EXCEEDS \$800.00 AND/OR REQUIRING MORE THAN ONE VENDOR.

Date: _____

To: Select Homes
P.O. Box 151
Waynesville, NC 28786

From: _____

Work required for at the property located at _____:

Funds required per telephone discussion \$ _____

Funds enclosed \$ _____

I have requested/discussed the above work required/requested and I am authorizing Select Homes to complete the above maintenance. I have enclosed funds for the amount listed above or arrangements have been made for me to submit funds to Select Homes ASAP.

I also understand that there is 10% of the total repair cost (or \$25 – whichever is greater) due for SH's supervision of this work. Select Homes will send a completed invoice and this amount will be charged to my ledger or I will send this amount in if there is not enough money in my ledger to cover this. All outstanding funds are then due and payable upon receipt of the bill.

Property Owner Signature