



# Potter House Group Property Maintenance Work Order

***Serving the maintenance needs of the greater Northern KY area***

Potter House Group can paint, clean, clean carpets, install carpets/linoleum and drapes. We do repairs including fencing, carpentry, locks, doors, windows, roofing, landscaping, & trash hauling. We prepare property for rent or sale and maintain any type of residential property. Satisfaction guaranteed!

Date: \_\_\_\_\_

To: Potter House Group  
Re: Repairs needed

FAX: 859-384-2006

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I am a \_\_\_ Tenant of Potter House Group, \_\_\_ Owner, \_\_\_ Property Mgt Company,  
 \_\_\_ Other: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY**

<p>Assigned Vendor: _____          _____          _____</p> <p>Vendor Telephone # _____          Vendor Fax # _____</p> <p>Work Order Closed by _____</p> <p>Warranty Type _____</p>	<p style="text-align: right;">Date Approved          _____</p> <p>Work Order # _____          Unit ID _____          Date Assigned _____          Targe/Due Date _____</p> <p>Date Closed _____</p> <p>Warranty Expires _____</p>
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