

WORK ORDER

Request # ____ - ____ Date of Request _____

Name _____ Follow-Up Request _____

Address _____ Owner ____ Renter ____ Other _____

Telephone _____

Does Requestor want to be present at review? Yes _____ No _____

Work Requested: _____

Location: (Be Specific) _____

Request Given To: _____ Date _____

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Reviewed By: _____ Date of Inspection _____

Comments: _____

Our Action: Denial _____ Confirmation Letter _____ Date _____

Reason for Denial or Details of Work to be Completed _____

Date When Work Completed _____