

Valley Greene Apartments, Inc.

5720 WISSAHICKON AVENUE • PHILADELPHIA, PENNSYLVANIA 19144

DATE SUBMITTED: _____ TIME: _____ BY: _____

LOCATION: _____ PHONE: _____

Resident Will Be Home At _____ AM/PM

Resident Has Authorized Entrance ___ Yes ___ No ___

WORK REQUESTED _____

FOR OFFICE USE ONLY

ACTION TAKEN: REPAIRED _____ PART ON ORDER _____

OUTSIDE CONTRACTOR _____

WORK DONE _____

DATE WORK COMPLETED _____

MATERIALS USED _____

QUANTITY _____ PRICE _____

WORK DONE BY _____

CHARGE OWNER ___ MAINT ___ CONTRACTOR ___