



*Reconciliation - nothing in PMS
appt. items completed
also doing 1 one year
return to PMS
JW 07/01/2010

WORK ORDER

PROPERTY ADDRESS 3515 Kariya Drive SUITE NO. /LOCATION 3507
NAME Lucy Menton (Tenant ☒ / Owner ☐) please check one
HOME PHONE 905-785-8888 OTHER _____

NATURE OF REQUEST My hardwood floor is lifting
Some area from the day I moved in.
never fixed it then so it only got worse
It is now dangerous to walk on.
Your prompt attention to this matter would be greatly

I wish to have the above noted repairs/maintenance work attended to and I hereby authorize Management or any agent of the Corporation to enter my unit and if necessary more than one visit required for completing the work. By signing this form provide the Management Office full access to my suite.

I also understand if the required repairs and or maintenance are the responsibilities of the unit owner as described in the Declaration and or in the Bylaws, I shall reimburse without delay the Corporation in full the cost of the repairs.

Owner's/Tenant's Signature

DATE

Feb 26 2011

FOR MANAGEMENT OFFICE USE

DATE INSPECTED _____ PROBLEM LOCATION _____

RECOMMENDED ACTION: _____

PURCHASE ORDER# _____ INSURANCE CLAIM YES _____ NO _____

OWNER/TENANT TO BE INVOICED YES _____ NO _____

AUTHORIZED SIGNATURE _____

Completed by Superintendent _____ by Contractor _____

Date: _____

SIGNATURE: _____