



## TENANT WORK ORDER REQUEST

Date of Request \_\_\_\_\_

Tenant \_\_\_\_\_ Home # \_\_\_\_\_

Tenant \_\_\_\_\_ Wk # \_\_\_\_\_

Address \_\_\_\_\_ Wk # \_\_\_\_\_

City \_\_\_\_\_ Mobile # \_\_\_\_\_

It is important to list complete information regarding your work request to facilitate the work order request. The vendor will contact you directly to set up an appointment.

### Work Requested:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

Submit work request to Fidelity Business Partners by email or fax:

Email: [gcastro@fidelitybps.com](mailto:gcastro@fidelitybps.com) ▪ Fax: (760) 978-6065

### **For Office Use Only:**

Owner \_\_\_\_\_  
Repair Limit  Normal  Must Call

Item #\_\_ assigned to: \_\_\_\_\_ On \_\_\_\_\_

Item #\_\_ assigned to: \_\_\_\_\_ On \_\_\_\_\_