



# 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**

	Date Approved _____
Assigned Vendor: _____ _____ _____	Work Order # _____ Unit ID _____ Date Assigned _____ Targe/Due Date _____
Vendor Telephone # _____ Vendor Fax # _____	
Work Order Closed by _____	Date Closed _____
Warranty Type _____	Warranty Expires _____