



# MONDRAGON CO-OPERATIVE HOMES INC.

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## WORK ORDER REQUISITION FORM

Date  Unit

Name  Phone

Please indicate if you have a dog and/or cat: Dog  Cat

Please describe the deficiencies in your unit that you are requesting the Co-op repair.


**Note:** Members are obligated to maintain their units in good repair. Members are also obligated to inform the Co-op office of any maintenance deficiencies within their unit by completing and signing a Work Order Requisition Form and submitting it to the Co-op office. By signing the Work Order Requisition Form, you are consenting to an agent of the Co-op accessing your unit to complete the required repairs. Please be aware that work orders are completed on Fridays unless otherwise notified by the Co-op office. Members who will not be present for the attendance of an agent to complete the repairs in their unit are required to ensure that:

- all pets have been secured
- all alarm systems have been disarmed
- the Co-op office has a copy of the keys to your unit

Member Signature: \_\_\_\_\_

Office Use Only
Work Order Number: _____