VISTA SERENA RENTALS

c/o Personal Secretary Services
P.O. Box 553, Cabazon, CA 92230
(909)754-2923 Bus ~ (909) 740-1130 E-Fax

WORK ORDER

Tenant(s):_____

Address:_____

Phone Number:_____ Date:_____

Work List (Description):_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

NOTE: If the Maintenance Person determines that the repair ordered was caused by the Tenant; the Tenant will be billed for the repair and the Maintenance Person's time.

_____ _____
Signature of Tenant Date

_____ _____
Signature (person who completed work) Date (completion of work)