

Lakeside Condo Association  
c/o 1<sup>st</sup> Choice Condo Management  
22079 Kimble Ave  
Port Charlotte, FL 33952  
Phone: 941-625-2255 Fax: 941-423-8286

**MAINTENANCE WORK ORDER**

Date Received:	Time Received:
Received By:	

Condo Name:	Unit:
Resident Name:	Phone Number:

**WORK REQUESTED:**

**Priority (circle one): Urgent – Routine – Low – Preventative**

\_\_\_\_\_  
\_\_\_\_\_

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(Bottom Portion for Maintenance Personnel)

Assigned To: \_\_\_\_\_

**Description of work Completed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date/Time Started:	Date/ Time Completed:
Total Time:	Completed By:
Approved By:	
Remarks:	