



Cape Henry Towers Council of Co-Owners

3288 Page Avenue • Virginia Beach, VA 23451 • 757-481-7500 • Fax: 757-481-3673

Professionally Managed By: **THE SELECT**
Group, Inc.

Work Order Request

PLEASE PRINT

Unit #: _____ Requestor's Name: _____

Best contact #: _____

Can maintenance enter without your unit in your absence? YES NO

Do you want maintenance to call prior to going to your unit? YES NO

Description of work requested: _____

Signature

Date

A WORK ORDER WILL NOT BE WRITTEN UP FOR MAINTENANCE UNLESS THIS FORM IS SIGNED AND DATED

***** Please be aware that maintenance work costs \$30.00 every 30 minutes *****