



# Cape Henry Towers Council of Co-Owners

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

Professionally Managed By: **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 \*\****