



# ENCORE PROPERTY MANAGEMENT

Professional Experience  
Personal Service

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P.O. Box 2104 \* Redmond, OR \* (541) 548-9994 \* [www.encorepropertymanagement.com](http://www.encorepropertymanagement.com)

## Repair Order

Date: \_\_\_\_\_ Property No: \_\_\_\_\_

To: \_\_\_\_\_ Fax #: \_\_\_\_\_

\*\*Contractors please note, a 24 hour notice and appointment to enter is necessary per Oregon regulations to be scheduled with our residents. Please respect the 24 hour requirement and schedule a time to enter the home for inspection/completion of these repairs that is reasonable for you both. We would appreciate timely completion of these items. If we can be of assistance, please call the office.

\*\*\*Repair costs that estimate over \$ 250.00, please call the office for approval prior to work.

Repair Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Repair Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner Notification: \_\_\_\_\_

Issue Date & Whom: \_\_\_\_\_

Owner Approval: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Tenant Followup Contact: \_\_\_\_\_

Thank You!!!!

Office 548-9994

Fax 548-9941

Updated 11/1/07