

**RAINTREE VILLAS HOMEOWNERS ASSOCIATION**

**WORK ORDER FORM**

*To be complete Homeowner*

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Board Member:** \_\_\_\_\_ **Date Contractor Notified:** \_\_\_\_\_

**Description of repairs needed:**

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



*To be completed by contractor:*

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Corrective Action Taken:**

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

**Date work was started:** \_\_\_\_\_ **Date Work Complete:** \_\_\_\_\_

**Contractor request payment from this Work Order? Y / N**

**Labor:** \$ \_\_\_\_\_ **Parts:** \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

**Notes from Contractor to HOA:**

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