



Full Service Property Management

1400 Chalet Suzanne Road
Lake Wales, Florida 33859

Work Order Request

This form is used to submit any and ALL work orders. Once this form is submitted, you will be contacted by a representative from Full Service Property Management within 24-48 business hours, depending on the urgency of the situation.

If this situation involves fire or is potentially life threatening, please contact 911 immediately.

If this is an emergency, please contact the rental department at 863.676.4448 during regular business hours. If it is after hours, please contact Michelle at 863.528.3123. Either way, this form must be submitted as well via fax, email, standard mail, or hand-delivery (information provided below).

Please visit our website at www.fullservicepropmgt.com for more information on emergencies.

Please fill out this form as completely as possible, so that your work request can be completed in a timely manner.

Tenant's Name: _____

Property Address: _____

Best Contact Phone Number: _____ Other Number: _____

Email address that you check regularly (if available): _____

How Urgent is this Repair?

- Extremely Urgent - I also contacted you via phone because it needs to be addressed now
- Kind of Urgent - It is an inconvenience, but not an emergency
- Not Urgent - It needs to be addressed, but it is not a big rush

Type of Maintenance Issue

- Plumbing
- Appliance
- HVAC (heat/air)
- Roof/Exterior
- Other

Describe the issue in DETAIL

FAX: 863.676.4115

EMAIL: cmichelle2lease@hotmail.com

MAIL OR HAND-DELIVER: 1400 Chalet Suzanne Road, Lake Wales, FL 33859