

**VINTON COUNTY HOUSING DEVELOPMENT CORPORATION
ROUTINE MAINTENANCE REQUEST WORK ORDER**

VCHDC

PO Box 492
McArthur, Ohio 45651
740-577-4925
vintoncountyhousing@gmail.com



REPAIR WORK ORDER

GENERAL INFORMATION

CLIENT NAME	
CLIENT PHONE	
ADDRESS	
ORDER DATE	
SUBMITTED BY	
RELATIONSHIP, TITLE, ROLE (SSA, Provider, Guardian, Individual, etc.)	

PERMISSION TO ENTER RESIDENCE

<input type="checkbox"/> ANYTIME	<input type="checkbox"/> BY APPOINTMENT	DATE		TIME	
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Please Note: Appointment times are not guaranteed. Maintenance Staff will be contacting you to schedule the date and time. Selecting "Anytime" above will typically result in faster service.

WORK/REPAIR INFORMATION

REQUESTED WORK DESCRIPTION PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE	
ADDITIONAL COMMENTS	
WORK LOCATION (KITCHEN, BATHROOM, OUTSIDE, ETC.)	

Send the completed work order using one of the following methods:

Fax:
740-596-3522

e-mail:
vcworkorder@gmail.com

USPS Mail to:
Workorders
PO Box 492
McArthur Ohio 45651