



CITYLAND PASONG TAMO, INC.

Penthouse, CPT Condominium Bldg.,
6264 Calle Estacion, Pio Del Pilar, Makati City, Philippines
Tel. No. : 888-6412 / Fax No. : 843-2704

Maintenance Job Order Request

Date:	
Job Order Request No.:	
Unit No.:	
Name of Owner/Occupant:	
Contact No.:	
Available Time for repair:	

Job Request/s (to be filled up by complainant)

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Requested by:	Approved by:
_____	_____
Owner / Occupant	Building Administrator

Note: Work evaluation or activity will be implemented after 24hrs after date of request and/or availability of Maintenance Personnel

Work Schedule (to be coordinated by resident/occupant with the Admin Office)

Schedule on:	Completion:		
Payment	O.R. No.:	Php	Cashier Signature/Date:

Work Evaluation, Activities and Recommendation:

Conducted by:

Remarks:

Completed:	Conducted by:	Concurred by:
Date	Maintenance Personnel	Owner / Occupant

House Rule and Regulation, Section V Maintenance and Repair

- 3.1 "A unit owner, tenant or lawful occupant is bound to maintain his unit properly to keep it in good, sanitary and presentable condition at all times and shall immediately undertake the needed repair."
- 3.1A "The upkeep and repair of each unit shall be shouldered by the individual owner tenant and/or lawful occupant"
- 3.1B "The owner, tenant and/or lawful occupant shall compensate the CORPORATION, other owners, tenant and/or lawful occupants for damages caused by his fault or neglect or that of the person he is responsible for."

