



USAG Bavaria Housing Work Order Form Leased Housing

Contact Information

Sponsor's Rank & Name

Address (Not CMR)

Phone number

E-mail address

Preferred date #1

Preferred date #2

Preferred Time

☐ 0730-1300

☐ 1200-1700

Please note that we will try to accommodate the preferred appointment dates and time, but it may not always be available. Appointments are only set once you receive confirmation by e-mail (preferred) or phone

Best method for
contacting you?

Concern/ Issue (Example: Leaking Sink)

Location of issue (Example: upstairs bathroom)

ATTENTION: We must have 24 hours notice to cancel an appointment.

If the customer misses the scheduled appointment only the sponsor can reschedule, and notification will be sent to the chain of command.

Please initial below that you understand the terms.