

SHARP – Auburn Hills
(Senior Home Assistance Repair Program)
Intake Form

Date: _____ WF Job # _____ Priority: YES / NO

AH Job# _____ Senior/Disabled OR _____ Military - Unit# _____

Homeowner's Name: _____ Best Time to Call _____

Home Phone: _____ Cell Phone: _____

Address: _____, Auburn Hills, MI 48326

Please complete if the request is made by someone other than the homeowner.

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Name: _____		
Phone _____	Relationship: _____	

Work Requested: (Maximum of 3 separate requests pre each intake form)

Request Taken By: _____ Date of Request: _____

Date Sent to Assessor Coordinator _____

Assigned Assessor: _____ Date of Assessment: _____

Assessment Notes:

Time Spent Assessing: _____

Job Assigned To: _____ Date Assigned: _____

Date(s) Worked: _____ Date Completed: _____

Supply Costs: _____ Paid for by: _____

Job Notes/Work Performed: _____ Hours Spent to Complete: _____

SHARP JOB CODES

ELECTRICAL CATEGORY

- ___ E1: Replace lightbulb/repair outlet
- ___ E2: Replace light fixture/outlet
- ___ E3: Replace exterior light fixture
- ___ E4: Miscellaneous
- ___ E5: Need Professional

PLUMBING CATEGORY

- ___ P1: Replace faucet washers
- ___ P2: Replace faucet
- ___ P3: Replace toilet parts
- ___ P4: Replace garbage disposal
- ___ P5: Miscellaneous
- ___ P6: Need professional

CARPENTRY CATEGORY

- ___ C1: Reattach loose boards/trim
- ___ C2: Replace trim/bad boards'
- ___ C3: Replace door
- ___ C4: Replace door lock(s)
- ___ C5: Build handicap ramp
- ___ C6: Miscellaneous
- ___ C7: Need Professional

PAINTING CATEGORY

- ___ Pa1: Paint drywall/paint touch up
- ___ Pa2: Paint interior room
- ___ Pa3: Paint exterior
- ___ Pa4: Miscellaneous
- ___ Pa5: Need Professional

YARD CATEGORY

- ___ Y1: Clean gutters ___ Y4: Trim Trees
- ___ Y2: Trim shrubs ___ Y5: Miscellaneous
- ___ Y3: Remove shrubs ___ Y6: Need Professional

MISCELLANEOUS CATEGORY

- ___ M1: Move stuff to curb
- ___ M2: Flip Mattress ___ M3: Other

HVAC CATEGORY

- ___ H1: Replace thermostat
- ___ H2: Replace filter
- ___ H3: Relight pilot light
- ___ H4: Replace thermal couple
- ___ H5: Replace humidifier pad
- ___ H6: Miscellaneous
- ___ H7: Need professional

Job Completed By (Sign): _____ Date: _____