

MAINTENANCE OR REPAIR REQUEST

An owner or resident reports something on common property that needs fixing.

NAME

LOT / UNIT

PHONE

EMAIL

DATE REPORTED

OWNER OR TENANT?

WHERE IS THE PROBLEM?

WHAT IS THE PROBLEM? WHEN DID IT START?

HOW URGENT

☐ Emergency (safety, flooding, security)

☐ Urgent (within a few days)

☐ Routine

PHOTOS ATTACHED?

ACCESS TO YOUR LOT NEEDED?

OFFICE USE

RECEIVED BY

DATE

CONTRACTOR ASSIGNED

DATE COMPLETED

COST

RECOVERABLE FROM AN OWNER?