

MAINTENANCE REQUEST

Association Name _____

Unit # _____ Bldg # _____ Court # _____

Name _____

Address _____

Phone _____ - _____ - _____
Home Work

Description: _____

**PLEASE DESCRIBE THE AREA ON BUILDING
AS IF YOU WERE OUTSIDE LOOKING AT
THE FRONT DOOR SINCE CONTRACTORS
MAY NOT KNOW YOUR ROOM LOCATIONS**

- | | | |
|--------------------------------|--|--------------------|
| <input type="checkbox"/> Front | <input type="checkbox"/> 1 st Story | Left or Right Side |
| <input type="checkbox"/> Right | <input type="checkbox"/> 2 nd Story | Left or Right Side |
| <input type="checkbox"/> Left | <input type="checkbox"/> 3 rd Story | Left or Right Side |
| <input type="checkbox"/> Back | <input type="checkbox"/> Roof | |

If this request involves work related to your unit that is not covered by the Association, as specified in your governing documents, some or all charges may be applied to your unit account. Please read your governing documents to determine Association/Owner responsibility.

Co-owner's Signature

Date

IF COMPLETED BY A TENANT

Has the owner been notified of this request? Yes No
Has the owner authorized this request? Yes No
Please provide owner's:

Name _____

Phone _____

Fold over and mail to:

Herriman & Associates, Inc.
41486 Wilcox Road, Suite 1
Plymouth, MI 48170-3104

Phone 734-459-5440
Fax 734-459-0690