Name																			
Property Address																			
Contact Number																			
E-mail Address																			
Best Time to Call	□ Day □ Eve	ening	[] C	Othe	er (S _l	pecify	Tim	e):									
Description of Issue or Work Requested (include photos if																			
available)																			
Please Note: • Work will no being comp	ot be initiated withouteted and submitted	d reque	ests	ts.															
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Date Received		
Manager Review	☐ Approved	☐ Denied (provide reason)
	☐ Referred to Maintenance Committee	
Maintenance Committee Review	☐ Approved	☐ Denied (provide reason)
	□ Not Applicable	
Communication of Status Back to Requestor	☐ In person ☐ By E-mail Date: Comments from Requestor:	☐ By Phone ☐ Left Message By:
Scope of Work		
Bid(s) (name & amount)		
Contractor Completing Work		
Invoice No. & Final Amount		
Date Work Completed		
Verification		
(Description and/or Photo)		