

Maple Ridge Creek Village

Condominium Association

MAINTENANCE REQUEST FORM

(Note: If this is an emergency, please contact *ami* at 1-800-821-8800)

Remember that maintenance of decks and rear porches are the responsibility of the co-owner. For rear porches this includes the gutters, bricks, and shingles.

Co-owner's Name _____ Unit No. _____

Address _____
(Street) (City/State/Zip Code)

Telephone: Home _____ Work _____

E-mail address: _____

When is best time to contact you regarding this problem? _____

Description of problem (Please provide diagrams or photos if available and appropriate.):

(Continue on back if additional space is needed)

When did you first discover this problem? _____

Is this the first occurrence or a repeat occurrence? _____

What steps, if any, have you taken to resolve the problem? _____

How would you prefer the problem be resolved? _____

Co-owner signature: _____ Date: _____

Mail this completed form to the Management Company.