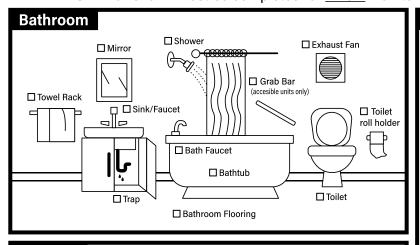
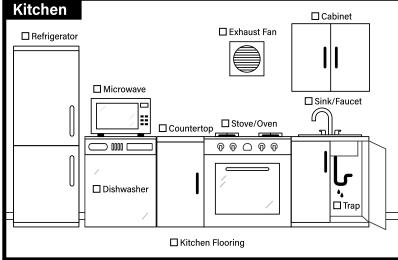
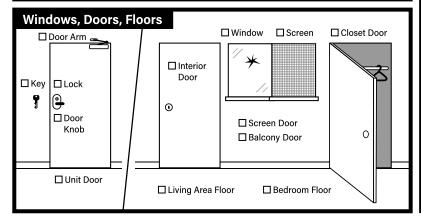
Co-op Unit Maintenance Request Form

Check the item below that needs maintenance work or inspection.

NOTE: One form must be completed for EACH maintenance issue.







5 Brief description of maintenance problem:		
_		



Other

☐ Light

Switch

103

FOB o

☐ Key FOB

■ Mailbox

☐ Heating/Air Conditioning

☐ Smoke Detector

☐ Carbon Monoxide

Detector

☐ Pest Control

For Office use

⊙ ⊙

□ Electrical

Outlet

104

0

Date Submitted			
MONTH	DAY	YEAR	
1 Mem	ber Info	ormatio	n

•	
	Phone Number
i	
	First Name
	Last Name
	Last Name
-	
	Unit Number
	ome reambor

4 Unit Entry/ Acknowledgement

I give permission for staff or contractors to enter my unit to fix the maintenance issue that I have identified.

Call first	
Member Signature	

NOTE: Member MUST inform the office in writing if the member wants to be in the unit during the repair.

STAFF NOTES: Work completed on:		
MONTH	DAY	YEAR
Materials us	end:	
iviateriais us	seu.	

Work not completed
(check reason below)
☐ Waiting for part(s)
☐ Entry refused
☐ See attached

☐ Office to follow-up	
☐ Other:	

Staff/Contractor Signature



