

MAINTENANCE NOTICE / REQUEST FORM

The Charles House Condominiums

PERSON SUBMITTING FORM:
Name/Unit: _____
Signature: _____
Phone: _____ Email: _____
Date: _____
THE FOLLOWING CONDITION APPEARS TO BE IN NEED OF MAINTENANCE OR REPAIRS:
Description of condition:
Location of condition:
Date condition was first observed:
Any additional info:

MANAGER USE ONLY:
Board Approval: _____
Manager Approval: _____
NOTES: