

SPENCER VILLAGE COURT
HOMEOWNERS ASSOCIATION

MAINTENANCE & REPAIR REQUEST FORM

HOMEOWNERS MUST USE THIS FROM TO PRESENT THEIR REQUESTS FOR MAINTENANCE AND REPAIR TO THE BOARD OF DIRECTORS. WE ARE UNABLE TO RESPOND TO TELEPHONE AND "IN-PERSON" REQUESTS UNLESS THEY ARE EMERGENCIES.

THE BOARD WILL REVIEW ALL REQUESTS FOR MAINTENANCE AND REPAIR AT OUR MONTHLY MEETINGS. EMERGENCIES WILL BE DEALT WITH AS NEEDED.

PLEASE PROVIDE COMPLETE INFORMATION

Condo owner/s name: _____ Unit #: _____

Phone Number: _____ Best time of day/evening to reach me: _____

Date form submitted: _____

USE THIS SECTION TO DESCRIBE THE PROBLEM

PLEASE BE CONSIDERATE OF THE FACT THAT THOSE PEOPLE SERVING ON THE BOARD OF DIRECTORS ARE YOUR NEIGHBORS AND VOLUNTEER THEIR TIME & ENERGY. THEY ARE DOING THE BEST THEY CAN TO BE FAIR AND RESPONSIBLE TO THE NEEDS OF ALL OWNERS.