



# CLARKE FARM CONDOMINIUM ASSOCIATION

## REQUEST FOR REPAIR/MAINTENANCE OF CONDOMINIUM PROPERTY

**Name:**

**Date:**

**Address:**

**Unit #**

**Phone:**

**Alt Phone:**

**Email:**

### INSTRUCTIONS

1. Fill out the form completely and either print the form or save the form file to your device.
2. Either return the printed document to Shelly D'Amico, c/o Hennesy Property Management, 181 Knight St, Warwick, RI 02886 or email the completed pdf form file to [Shelly@thehennessygrp.com](mailto:Shelly@thehennessygrp.com).
3. Property Manager will forward to Board for review
4. Board gets committee recommendation and approves or denies the proposal
5. Property Manager will notify owner of the Board's decision

### DETAILS OF REQUEST

Please be explicit in describing your request, especially the location of the requested work. Failure to provide this information may delay the review and/or approval. (Please also send photos if possible.)

**Submitted By(Printed Name)**

**Signature**

**Date**

### BOARD DECISION

**Approved**

**Not Approved for the following reason(s):**

**Date  
Date**