



# 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. Return the printed document to the Property Manager or email the completed PDF form. To view instructions for completing and submitting the form, click [here](#).
3. The Property Manager will forward to the Board for review.
4. The Board approves or denies the proposal.
5. The 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)**

**Date**

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### BOARD DECISION

**Approved**

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

**Date**