



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 Jessica Hopkins, c/o Hennesy Property Management, 181 Knight St, Warwick, RI 02886 or email the completed pdf form to jessica@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