

VILLAGE CENTER MAINTENANCE OR REPAIR ISSUES

Use this form to report a common area maintenance or repair issue such as fitness equipment broken or not working properly, lights out, kitchen appliances broken or not working properly or cleanliness issues.

Date: _____ **Reporting Party:** _____ **Lot #** _____

Address: _____ **Phone #** _____

Location of Problem: _____

Issue: (May use back of form if necessary) _____

Reporting Party requests a response: [] Yes [] No

Forward Complaint to General Manager **Date** _____

Resolution (Comments)

Date resolved: _____ **by:** _____