

# Maple Ridge Creek Village

## Condominium Association

### **MAINTENANCE REQUEST FORM**

(Note: If this is an emergency, please contact *ami* at 1-586-739-6001)

**Remember that maintenance of decks and rear porches are the responsibility of the co-owner. For rear porches this includes the gutters, bricks, and shingles.**

Co-owner's Name \_\_\_\_\_ Unit No. \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City/State/Zip Code)

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

E-mail address: \_\_\_\_\_

When is best time to contact you regarding this problem? \_\_\_\_\_

Description of problem (Please provide diagrams or photos if available and appropriate.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continue on back if additional space is needed)

When did you first discover this problem? \_\_\_\_\_

Is this the first occurrence or a repeat occurrence? \_\_\_\_\_

What steps, if any, have you taken to resolve the problem? \_\_\_\_\_

How would you prefer the problem be resolved? \_\_\_\_\_

Co-owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Mail this completed form to the Management Company.***