 Pheasant Run Homeowners Association, Inc.

**MAINTENANCE**

**REQUEST FORM**

PO Box 4484 Topeka, KS 66604 Phone: (785)250-5038

Email:pheasant\_run\_hoa@yahoo.com

|  |  |  |
| --- | --- | --- |
| DATE: | | NAME |
| ADDRESS | | UNIT |
| HOME PHONE | | WORK PHONE |
| CELL PHONE | | EMAIL |
| BEST TIME TO CONTACT | | WHAT NUMBER? |
| HOW URGENT DO YOU CONSIDER THIS REQUEST? | | |
| PLEASE DESCRIBE THE PROBLEM IN DETAIL | | |
|  | | |
| FOR BOARD USE ONLY | | |
| RECEIVED |  | CONTACT WITH TENANT |
| MAINTENANCE |  | DATE COMPLETED |
| NOTES | | |