![C:\Users\Ronda\AppData\Local\Microsoft\Windows\INetCache\IE\9B4TNLBX\fagiano[1].png]() 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 |