

LAKEVIEW ESTATES – OWNERS HANDBOOK

Maintenance Request

IF URGENT - Call Lisa Ring at 519-485-1594 or email form to npm@rogers.com

Requested By

Homeowners Name(s): _____

To be Completed by Property Mgr

Unit #: _____

Address: _____ *Lansdowne Avenue*

Phone: _____

Maintenance Type: _____

Date: _____

Description of Issue (Provide a sketch, drawing or pictures where applicable)

URGENCY of Response: **Critical / Major / Medium / Minor** (Circle One)

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Sections Below to be completed by Property Manager

Work Order Issued: **Yes / No** (Circle One)

Work Order Number _____

Contractor Assigned: _____

Contractors agreed date and time of response: _____

Assigned to (Property Manager, Board Member or Resident) _____

Subsequent issues found during Maintenance (If applicable)

Description of Maintenance performed

Date Closed:

Signature:

Submit to the Property Manager