

# SETTLERS RETIREMENT VILLAGES

## APPLICATION: MAINTENANCE REQUEST

NAME OF OWNER: .....

UNIT NO: ..... VILLAGE: .....

DATE OF APPLICATION: ..... TELEPHONE: .....

E MAIL: .....

**Use this form to notify management of an item requiring maintenance or repair.**

Is the item on Common Property  or within the Unit (Owner's cost)  ?

**Category**

Maintenance  Security  Safety  Insurance  Other

Date issue noticed: .....

Brief description and location: .....

.....

Give details of matter requiring attention: .....

.....

.....

.....

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office:** Action taken:

.....

.....

.....

.....