MAINTENANCE REQUEST

PALMA DEL MAR V

Fill in your name, date, Unit Number and contact information. Please provide detailed information regarding your maintenance request. Drop this completed form through the mail slot in the Maintenance Office Door located UL of the tower building in the *Utility Room.*

Name: _____

Date: _____

Unit Number: _____

Contact information (telephone, including mobile and e-mail) _____

_____

Request:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Maintenance Reviewed: _____

Task Completed on Site: _____

Date of Task: _____

Date request Assigned: _____

Task Request Completed: _____

_____Manager, _____Date