

TANEYCOMO TERRACE POA MAINTENANCE REQUEST

Submitted by: _____ Date: _____

Location of requested maintenance: Bldg: ____ Unit: ____

Please describe the problem: _____

Signature: _____

Maintenance performed by: _____

Action taken: _____

Date completed: _____ Man hours used: _____

Cost of supplies: \$ _____ Remarks: _____

Please deliver this request to the maintenance box outside the TIPOA office located in the lower level of Building 6. Maintenance requests are completed in the order of their urgency. If this is an emergency, such as a broken water line, please contact a Board Member by phone. Thank You!