

# LBHOA

## LAS BRISAS HOA MAINTENANCE REQUEST

(please use ONE form per item)

\*For URGENT maintenance call 480-303-0251\*

Lot # \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Needed Maintenance: \_\_\_\_\_  
\_\_\_\_\_

Work requested: (Please be detailed in your description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions for copies:**

- 1) White form for Maintenance Manager.
- 2) Yellow copy to be returned to you by LBHOA upon approval/completion.
- 3) Pink copy is kept by you for your records.

For Las Brisas Official Use:

Work Assigned to: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_