

**Bethany Springs Condominium
Homeowners Association
Maintenance/Repair Request Form**

Homeowners: print, complete and deliver to Board Member

Date Submitted: _____

Name of Homeowner: _____

Address: _____

Phone: _____ Email: _____

Method of Delivery: ☐ In-Person ☐ Email ☐ Property Inspection ☐ Other

Delivered to: _____

Name of Board Member

Please check all that apply:

- | | |
|---|--|
| ☐ Door/Doorstep | ☐ Road |
| ☐ Driveway | ☐ Roof |
| ☐ Foundation | ☐ Screened Porch |
| ☐ Grounds (yard, front garden) | ☐ Sunroom |
| ☐ Gutter/Downspout | ☐ Telephone/TV Lines |
| ☐ Lamp Poles (exterior) | ☐ Vent/Ventilation Fan (exterior) |
| ☐ Lighting Fixture (exterior) | ☐ Walkway |
| ☐ Mailbox | ☐ Walls (exterior) |
| ☐ Mechanical Equipment/Utility Box | ☐ Window |
| ☐ Nameplate | ☐ Window Screen |
| ☐ Patio | ☐ Window Shutter |
| ☐ Porch (front) | ☐ Other: |

Date condition was first noted: _____

Location of condition: _____

Description of condition in need of maintenance/repair:

Signature of Homeowner: _____

Board Use Only:

Date Received: _____ Date Approved: _____

Proof of Insurance: ☐ Yes ☐ N/A Method of Approval: ☐ Board Meeting

☐ Text/Email

Maintenance/Repair #: _____ Assigned Board Member: _____

Work Order: ☐ YES ☐ NO If "No", reason: _____

Signature
President, BSCHOA: _____

Record of Follow-up with Homeowner: