

LE CHATEAU OWNER TASK/SERVICE REQUEST

If there is a **building-related** task or service that you would like the Building Maintenance Manager to complete that is outside his/her regular assignments, or if there is an issue you believe needs attention, please complete this form and drop it in the Le Chateau box in the mailroom. Remember, this is for building-related requests only. Thank you!

Date of Request: _____

Requesting Owner: _____ Unit #: _____

Description of Request: _____

Reason Why Request is Being Made: _____

Has this Request Been Made Before (circle one): Yes No
If yes, when was prior request made (date):
What was the outcome:

TO BE COMPLETED BY ASSOCIATION PRESIDENT OR BOARD DESIGNEE:

APPROVED Anticipated Completion Date: _____

NOT APPROVED

Reason: _____

BOARD PRESIDENT or DESIGNEE

DATE