



Maintenance – Lot Owner Request Form

Please select

- ❖ Building & Infrastructure
- ❖ Grounds and Gardens
- ❖ Cleaning

Date of Request.....

Requesting Party Name.....

Lot No.....

Phone.....

Email.....

Work Location.....

Description of work/repair.....
.....
.....

Do you have a preferred contractor?.....

Do you have any quotes?.....

Will the work require interruption to services ie. Water/ gas/ electricity.....

Will the work likely impede access/ egress?.....

Request Priority

- High – Must be done within 24hrs
- Medium – Within a week
- Low – When you get a chance

STRATA MANAGER to fill

Work order issue Date.....

Contractor & primary contact.....

Date work complete.....

Invoice number.....