

# Meadowood Exterior Maintenance Request Form

Date of Request: \_\_\_/\_\_\_/\_\_\_      Requesting Party: \_\_\_\_\_

Work Location: (be specific) \_\_\_\_\_

Description of work being requested:

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Requested Priority: (Place completed form in Clubhouse Library)

\_\_\_\_\_ High – Should be completed within 24 hours. (Call Meadowood Board Member responsible for Buildings and let them know you have completed a Exterior Maintenance Request Form and dropped it in the Clubhouse Library)

\_\_\_\_\_ Medium – Should be completed within 1-2 weeks.

\_\_\_\_\_ Low - Please address when convenient.

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### For Meadowood Board Use Only:

Date Reviewed: \_\_\_/\_\_\_/\_\_\_      Priority Assigned: \_\_\_\_\_

If referred to Property Manager, this repair was authorized by: \_\_\_\_\_

Date Assigned to Property Manager: \_\_\_/\_\_\_/\_\_\_

Comments:

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Line # \_\_\_\_\_

