

**ROSSMOOR PARK OWNERS ASSOCIATION**  
**Water Intrusion Reimbursement Request Form**

**Instructions:** Complete this form to request reimbursement for water intrusion-related repairs if the source is confirmed or reasonably suspected to originate from a Common Area or shared infrastructure.

**Submit the completed form and attachments to Seabreeze Management via email:**  
Shannon.grynchal@seabreezemgmt.com

**Name:** \_\_\_\_\_

**Unit Number:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

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**Plumbing Service Details**

**Plumber's Name & Company:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Service Date:** \_\_\_\_\_

**Invoice Number:** \_\_\_\_\_

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**Required Documentation**

Attach the following documents to support your request:

**1. Plumber's Report:**

- a. Their written assessment of the likely source of the water intrusion.
- b. Confirmation if the intrusion is suspected to originate from a Common Area, shared infrastructure, or building structure.

**1. Photos:** Clear images showing the water intrusion source and/or affected area.

**2. Invoice:** An itemized invoice for services rendered.

**3. Statement:** Describe where and when the intrusion was discovered, actions taken to address it, and any relevant communication with the plumber, neighboring units, or the HOA.

**Statement:**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

## Declaration

I hereby declare that the information provided is accurate and that I am requesting reimbursement based on the plumber's determination that the water intrusion originates from a common area or building structure.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_\_