

## 9.1 Appendix 1 – Work Request Form

# QUAIL RUN CONDOMINIUM TRUST

## WORK REQUEST

Unit Owners may request work to be done by the Trust by supplying the Management Company and the Chairperson of the Board of Trustees with the information listed on this form. Mail a copy of this request to the Management Company, another to the Chairperson, and keep a copy for yourself.

You may also submit your request by telephone, by fax, or by e-mail to the Client Services Representatives (CSR), via our web site ([www.quailruncondo.org](http://www.quailruncondo.org)) or by telephone or fax to the Maintenance Supervisor.

Submission of this request does not guarantee that the Trust will assume responsibility for the work. However all requests will be considered, and you will receive a timely response, dependent on the severity and urgency of the situation. Thank you in advance for your cooperation.

Unit Owner \_\_\_\_\_ Address \_\_\_\_\_

Tel (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (cell) \_\_\_\_\_

Date submitted \_\_\_\_\_ E-mail \_\_\_\_\_

Please describe the problem and the work you are requesting \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has any work been done in the past regarding this issue? If so, what and when? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If you need more space, use other side.)

See Unit Owners' Handbook for current mailing and e-mail addresses and telephone and fax numbers for our Management Company and the mailing and e-mail addresses for the Chairperson of the Board of Trustees.