



# Preliminary - Work Request Form

Address \_\_\_\_\_

Date \_\_\_\_\_

Part 1 to be completed by owner. Parts 2-4 to be completed by HOA.

**Part 1. Problem and Person Requesting Work**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Work is requested for \_\_\_\_ Inside of Condo? \_\_\_\_ Outside of Condo?

Description of Problem

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Part 2. Investigation and Assessment** by \_\_\_\_\_ Date \_\_\_\_\_  
( HOA Managing Agent and/or Board Representative )

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\_\_\_\_\_  
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**Part 3. Board Contact and Agreement**

Date \_\_\_\_\_

\_\_\_\_ HOA Responsibility      \_\_\_\_ Owner Responsibility

Agreement & Contacts

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**Part 4. Follow-up on Final Repairs – Added Work or Changes**

Date \_\_\_\_\_

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Signed \_\_\_\_\_