

## Maintenance Request Form

### Village Property Management London Inc.

Date: _____	Name: _____
Phone: _____	E-mail: _____
Condo Corp # _____	
Address: _____	

**Dear Owner,**

Please report any maintenance concerns you are aware of on the building exterior and within the exclusive use areas of your unit. Your concerns will be included in the property maintenance planning report for the Board to review. All work noted on the Spring property inspection and your maintenance reports will be reviewed, and all work will be prioritized and done accordingly. Please submit your request to the address or email below.

If your request is of an urgent matter, please call the office at (519) 439-2227.

**Description of Maintenance/Repair:**

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**FOR OFFICE USE ONLY**

Date Received: _____	Date of Response: _____
Action Taken: _____	
Contractor Used: _____	
Date Completed: _____	Acting Property Manager: _____