

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:

FOR OFFICE USE ONLY

Date Received: _____ Date of Response: _____

Action Taken: _____

Contractor Used: _____

Date Completed: _____ Acting Property Manager: _____