

Work Order # _____

NLCA MAINTENANCE REQUEST FORM

Mail request to: 4881 Northwood Circle
Cass City, MI 48726
Emergency Requests (only) may be phoned to any board member

Co-Owner(s): _____ Date: _____

Address: _____

Phone Contact: _____ Email: _____

NLCA 'Matrix' # _____ and Item _____

PLEASE USE ONE FORM FOR EACH MAINTENANCE REQUEST

Description of Maintenance Requested:

Date of Co-Owner Submission: _____

Date Received by NLCA: _____ Unit # _____

Date Assigned to Contractor: _____

Date of Repair Completion: _____