



BURKHART R I D G E

1011 River Line Drive
Howell Twp., MI 48843
(517) 540-9500 (517) 540-9501 fax

MAINTENANCE REQUEST

This form must be typed or printed in ink. Use reverse side if more room is needed.

Your Name: Last, First, Middle Initial		
Address: Street, City, State, Zip		Site #:
Home Phone:	Work Phone:	Cell Phone:

REQUEST:

This maintenance relates to one of the following (check the appropriate box)

Community Homesite Neighbor Recreation Facility
 Other _____

Please give a detailed description of your maintenance request:

Have you previously contacted us regarding this issue? Yes No If yes, when? ____/____/____
If yes, what was the result? _____

Have you filed a complaint with any state or local agency? Yes No
If yes, which agency(ies)? _____

FOR OFFICE USE ONLY:

Assigned To: _____ Date: ____/____/____
Completed Date: ____/____/____ Initials: _____
Action taken/work completed:

Please attach copies of an supporting documentation or photos. Do not send originals.

Signature

Date