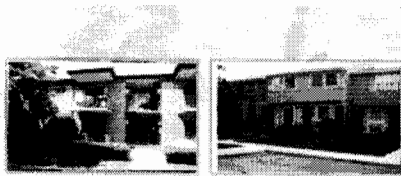


Maintenance Request



**Cranbrook Property
Management, Inc**



Print this document from your web browser, fill out and fax to us for immediate action.

Full Name

Association

Unit #

Phone #

Work Phone #

(Example 248-555-1212)

email address

Date of Problem

Co-Owner's Signature

(Example 1/1/2008)

Emergency Call?

Yes

Occurance

First Time

No

Repeat

Previous Date

Description of Problem

Management Use Only

Verified By:

Date

Comments

Work order date

Response to Co-owner

The Board of Directors have reviewed your request and determined that:

Your request has been approved and will be forwarded to the proper contractor to handle. You will be contacted by Cranbrook Property Management to schedule your repairs.

Your maintenance request has been deferred in order to combine it with other similar requests requests. You will be notified by Cranbrook Property Management when your request is processed.

The Board of Directors has determined that our request is not the responsibility of the Association to repair.

Other