

Maintenance Request Form

Please fill out this form if you have any type of repair that the HOA is responsible for. Once you fill out this form please send it to Balanced Bookkeeping, P.O. Box 25696, Colorado Springs, CO 80936. You may also fax this form to 719.265.6481, or e-mail this form to amanda@bbcamhoa.com. For any questions or emergency repairs please call 719.593.9811.

DATE REPORTED: _____

PROPERTY ADDRESS: _____

OWNER/TENANT: _____

PHONE NUMBER : _____

DESCRIBE THE PROBLEM IN DETAIL: _____

OFFICE USE:

DATE RECEIVED: _____

DATE CONTRACTOR CALLED: _____

CONTRACTOR REPORTED: _____

DATE COMPLETED: _____

OTHER COMMENTS: _____

Managed by Balanced Bookkeeping and Community Association Management

P.O. Box 25696 Colorado Springs, CO 80936

P: (719) 593-9811 F: (719) 265-6481 EMAIL Amanda@bbcamhoa.com