

Ellicott Villas

Maintenance / Custodial Work Request

Date of Request: ____/____/____ Requesting Owner: _____

Villa #: _____

Description of work/repair requested:

Requested Priority:

☐ Medium - Within 4 weeks.

☐ Low – Place on to do list / whenever it can be scheduled.

For Office Use Only:

Date Reviewed: ____/____/____ Authorized () Not Authorized ()

Authorized By: _____

Comment:

Date Work Completed: ____/____/____ Number of Days to Complete: _____

Work Assigned To: _____