



# Maintenance Request Form

Office use only

Ref No: \_\_\_\_\_

**This form is to be used where the Village Operator is responsible for maintenance or replacement work at no cost to the resident.**

Please indicate (tick) the location for the job:

My Villa

Village Grounds

Clubhouse

Name: \_\_\_\_\_

Villa Number: \_\_\_\_\_

Details of maintenance work required:

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Village staff have permission to enter my home if I am not in:

YES / NO

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

### STEP 1

Assessment and any corrective works to be completed by village staff:

Name: \_\_\_\_\_ Date Commenced \_\_\_\_\_

Details of work carried out: \_\_\_\_\_ Date Completed \_\_\_\_\_

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### STEP 2 (if required)

Details of further work required:

External service provider required: YES / NO

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Date works completed \_\_\_\_\_ Inspected by: \_\_\_\_\_ Job close date \_\_\_\_\_

(staff member name)