



# Maintenance Request Form

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|--|---|
| Date:  | <i>Maintenance Request Description continue</i>   |
| Name:  |   |
| Address:   |   |
| Phone #:   |   |
| Email (optional):  |   |
| Please Check Below:<br>Single Family – Duplex – Manor Home<br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <b>For HOA Board Use Only:</b><br>Date form received ____/____/____<br><br>Date Presented to Board ____/____/____ |
| Maintenance Request Description (In detail):   | Resolution Agreed Upon:   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | Cost:   |
|  | Date problem resolved/work completed<br>____/____/____  |
|  | Signature:<br>_____   |
|  | <i>*Upon completion of work please attach a copy of the receipt/paid invoice.</i>                                 |

**Mail Completed Form to:**  
  
**GRAND RESERVE ALGONQUIN HOA**  
 P.O. BOX 7993  
 801 W. ALGONQUIN ROAD  
 ALGONQUIN, ILLINOIS 60102-2487