

WESTHOLLOW VILLA MAINTENANCE AND REPAIR REQUEST FORM

Email completed request form to cnochez@mascapi.com or submit it at the monthly Board Meeting.

Name: _____	Date of Request: _____
Unit Number: _____	Date First Reported: _____
Phone: _____	Date of Callback: _____
Email: _____	Time of Callback: _____
Number of Times Repair/Request Reported By: Phone _____ Email _____ Form _____	
Describe the Repair/Request Needed: _____	

Date of First Response: _____	Number of Trips to Resolve: _____
Date of Resolution: _____	
OFFICE USE ONLY - Request Priority: High _____ Medium _____ Low _____	

WESTHOLLOW VILLA MAINTENANCE AND REPAIR SATISFACTION SURVEY

Email completed survey form to cnochez@mascapi.com or submit it at the monthly Board Meeting when request is resolved.

Name: _____	Date of Request: _____		
Unit Number: _____	Date First Reported: _____		
Phone: _____	Date of Callback: _____		
Email: _____	Time of Callback: _____		
Number of Times Repair/Request Reported By: Phone _____ Email _____ Form _____			
Date of First Response: _____	Number of Trips to Resolve: _____		
Date of Resolution: _____			
How was request handled?	Satisfactory	Unsatisfactory	No Opinion
Timely and as scheduled?			
Professionally?			
Communication?			
Quality of Work?			
Resolved to your satisfaction?			