Date Received:		Unit Number:	
		Service Request Number:	

WHGH Service Request Form

Use this form to request repairs or services to the Common and Limited Common Areas, to request changes, or to bring other matters to the attention of the Board of Directors. Print your request on this form, and place it in one of the two WHGH drop boxes. If you need additional space, use the back of this sheet. Use of this form is required to ensure that each request can be addressed in a fair and orderly manner.

Use separate forms for different issues.

Name:	Date Written:	
Address:		
Telephone:	Email:	

For Board Use:

Category: (Circle One)	Buildings:	Grounds:	Other:
Assigned To:	Date Assigned:		
Date Completed:	Time/Cost:		
Comments:			