

# WORK ORDER REQUEST FORM

Association: \_\_\_\_\_ Unit #: \_\_\_\_\_

Co-owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Explanation of work requested. If applicable, a picture can be included with this form.

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Please be certain that the work you are requesting is covered by the Association, as documented in the Master Deed/By-laws, to avoid unnecessary charges to your account.

After your request is received, one of the following two actions will happen:

- For requests requiring Board approval – these requests will be given to the Board, for their review. Our office will try to contact you of this action by the end of the week that a determination was made on your request.
- For request not requiring Board approval – a contractor will automatically be assigned to your project and an appointment, if necessary, will be made by them for completion of the work. The contractor will contact you directly in necessary.

Signature of Co-owner:

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

Submit completed form to:

Heritage Property Management  
PO Box 1221  
Union Lake, MI 48387  
info@HeritagePropertyMgt.com