

**SQUIRE VALLEY HOMEOWNERS ASSOCIATION**

c/o Towne Properties Asset Management Co.

500 Thomas More Parkway

Crestview Hills, KY 41017-2175

**SERVICE REQUEST FORM**

**WHEN DO YOU FILE A SERVICE REQUEST FORM?**

This form should be submitted for any routine maintenance item or any suggestions or complaints. Maintenance items consist of only those items that are covered by the Association. For personal or non-association maintenance requests which you would like us to perform, please fill-in, check here \_\_\_ and by signing below, you agree to promptly pay Towne Properties upon completion of work as described.

**WHAT IS THE OBJECT OF THE FORM?**

The object of requiring a Homeowner to file this form is to better serve you by improving our method of communication and ability to keep you a breast of the progress on you request.

NAME \_\_\_\_\_ PHONE: WK \_\_\_\_\_ HM \_\_\_\_\_

COMMUNITY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_

**NATURE OF SERVICE NEEDED OR SUGGESTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

INSTRUCTIONS: After completing the information above, retain a copy for your file and mail the original to the address at the bottom of this form. We will mail you a new form along with information on your request after we received it in our office.

**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ BY \_\_\_\_\_

BOARD ACTION REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

BOARD MEETING DATE: \_\_\_\_\_

(NOTE: FOR THOSE REQUESTS WHICH REQUIRE BOARD ACTION, A RESPONSE WILL BE GIVEN, WHENEVER POSSIBLE, WITHIN 30 DAYS AFTER THE BOARD MEETING IS HELD)

DATE ASSIGNED TO SERVICEMEN OR CONTRACTOR \_\_\_\_\_

SERVICE REQUEST NUMBER: \_\_\_\_\_

ACTION TAKEN (MANAGEMENT):

\_\_\_\_\_  
\_\_\_\_\_

MAIL TO:

TOWNE PROPERTIES  
500 THOMAS MORE PARKWAY  
CRESTVIEW HILLS, KY 41017  
Attention: Debbie Zai