

**INDIAN SPRINGS COLONY  
CONDOMINIUM ASSOCIATION**

**OWNERS MAINTENANCE REQUEST**

**Please Check the Appropriate Box:**

- Building Maintenance Request**
- Grounds Maintenance Request**

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

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Maintenance Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

⇓ (Area Below is for Office Use and Distribution) ⇓

Maintenance Performed by On-Site Personnel: \_\_\_\_ YES \_\_\_\_ NO

Maintenance Performed by Vendor: \_\_\_\_\_

Date Maintenance Completed: \_\_\_\_\_

Job Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ISCHOA-11-2017

Fill out this form and send it to Scott Vignery at  
[SVignery@ameritechmail.com](mailto:SVignery@ameritechmail.com)