



Community Association General Maintenance Request

Please fill out this form if you wish to make a request for general maintenance. Please note that any maintenance performed inside of a unit will most likely be homeowner responsibility. Please email this request to your property manager, or you may fax or mail it to WPI's office.

Fax Number: 206-522-0725

Mailing Address: 9500 Roosevelt Way NE, Ste 100
Seattle, WA 98115

Today's Date: _____ Name of Association: _____

Address of Property: _____

Your Mailing Address: _____

Phone Number: _____ Email: _____

Is this lot or unit owner-occupied? Yes / No

Description of General Maintenance Request: _____

Reason you believe this request should be taken care of by the association (if this maintenance is for the interior of your property, please site the article in the CC&Rs that sites association responsibility)

Owner Name: _____ Signature: _____

Thank you for your request. Due to the fact that routine maintenance is usually on a fixed schedule for common areas, our office may not contact you for such a request, but allow the vendor to perform the work as scheduled.

However, if this request is for maintenance within your unit and the request is approved, WPI will call you to set up an appointment to gain access to your unit. If you fail to notify us at least 24 hours before the appointment of any change, you will be responsible for payment of the contractor for any time spent.

Office Use Only:

Request Approved? Yes / No Homeowner Contacted? Yes / No Date: _____

Contractor who will perform maintenance: _____

Date and Time of Appointment: _____