Cortland Farms Condominium Association

3020 Hawthorne Dr.
Bay City, MI 48706

Maintenance Request

Complete the top of the form and submit the form to any board member.
Keep a copy for your files.

Date: _____ Contact Number: _____

Name: _____

Cortland Farms Street Address: _____

Area of Maintenance Request:

☐ Lawn or Sprinkler	☐ Building Maintenance
☐ Landscape and Mulch	☐ Deck or Patio
☐ Painting	☐ Other

Brief Description of Request: Max. 412 Characters

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Name of the Director who received the Request: _____

Date the form was submitted: _____

Safety Issue (Y/N)	Priority (1-4)*	Estimated Comp Date	Actual Comp Date	Completed By	Work Verified By	Material Cost	Labor Cost

Priority Scale = 1 Highest, 4 Lowest

NOTES:

Safety Issues Have Top Priority! If not a Safety Issue, See Priority Number System Below

Examples: Fire Hazards, Structural Hazards, Building Issues, Landscaping Issues.

****Work Priority Number System***

1 = High Priority, typically Safety Issues which must be addressed quickly.
2 = Priority Work that needs to happen so item does not turn into Safety Issue.
An example might be leaking roof, or outside deck issues.
3 = Routine Maintenance, Drywall issues, siding / trim issues.
4 = Fill-in type projects. Projects typically lasting less than 1 day and where safety or priority work are not required.