

WORK ORDER REQUEST FORM

Condominium Association: _____ **Unit #:** _____

Co-owner Name: _____

Address: _____

Phone #: _____

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

Please be certain that the work you are requesting is covered by the Association, as documented in the condominium 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, at the next Board meeting. Our office will try to contact you of this action by the end of the week that your request was received.
- 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. Our office will **not** contact you of this action.

Signature of Co-owner:

_____ Date: _____

Submit completed form to:

JL Gardel, PLC

PO Box 310

Union Lake, MI 48387-0310

Fax: 248-706-1615