

# Work Request Form

## Williston Eastview Condominium Association

Using this form to report *non-emergency* work requests will help our property management to follow-up on your request in a timely manner. Mail your completed form to the address below or use the online form at [www.eastviewstates.org/forms](http://www.eastviewstates.org/forms).

You can expect an acknowledgement from property management within one week of receipt of your request. Property management will review written requests and attend to items in the order of importance and as time permits.

Please understand that some requests may need Board approval before work can begin, may need to be delayed until an appropriate season, or may need to be scheduled so that similar requests can be handled more efficiently.

***For emergencies, immediately call 911. After you call 911, call Property Management Associates at either 860-3315 or Property Management's 24-hour emergency service line at 350-5055.***

Name \_\_\_\_\_ Date \_\_\_\_\_

Eastview Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Details of Non-Emergency Work Requested: \_\_\_\_\_

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### ABOUT WORK REQUESTS

If you have not received an acknowledgement of your written request within two weeks, please contact a member of the Eastview Board of Directors.

If you have questions about whether you or the Association is responsible for particular repairs, consult your *Eastview Rules & Regulations* or the *Homeowners Common Elements Responsibilities Chart*, both available online.

Eastview Use: .....

Date Request Received / Acknowledged \_\_\_\_\_

Response \_\_\_\_\_

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Work Request Completion Date \_\_\_\_\_ Maintenance signature \_\_\_\_\_

Notes \_\_\_\_\_

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**Property Management Associates  
P.O. Box 1201  
Williston, VT 05495**

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802-860-3315**