

THE CLOISTER AT ST. HENRY

Maintenance Request Form

Please Print

Name: _____ Date: _____

Address: _____ Phone: _____

Email: _____ Best Time to Call: _____

Circle best category to describe problem and give brief details in space below.

| | |
|---|--|
| Columns | Pest Control |
| Clubhouse | Privacy Fence |
| Drainage | Pool |
| Deck | Rock/Cement Wall(s) |
| Driveway | Roof (only authorized persons allowed on roof) |
| Entry Stoop/Sidewalk | Rotten Wood |
| Exterior Trim, Siding, Brick | Sidewalks - Concrete |
| Fallen Tree/Limbs | Streetlights |
| General Common Elements Needing Attention | Steps/Railings |
| Gutters/Downspouts | Storm Damage to Exterior |
| Leak or Flooding - origin unknown | Stray Animal(s) - Cats, Dogs, Etc. |
| Load Bearing Walls | Termite or Borer Bee |
| Mailbox | Tree Trimming/Removal |
| Patio | Other |

Please provide the details of your maintenance request here:

*****For emergencies, call Managing Agent @ 404-835-9100*****

Complete and drop in Clubhouse Office "slot" or email to

hgritsak@cmacommunities.com or mail to: CMA, Inc., Hanna Gritsak, 1916 Patterson Street, Suite 308, Nashville, TN 37203, 615-600-4911