

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(Atlanta #)*****

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

esullivan@cmacommunities.com or mail to: CMA, Inc., Erica Sullivan, 1916 Patterson Street, Suite 308, Nashville, TN 37203, 615-600-4913