

**NON-EMERGENCY MAINTENANCE REQUEST FORM**

ASSOCIATION NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_

CELL: (     ) \_\_\_\_\_

WORK: (     ) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

UNIT # \_\_\_\_\_

IS THIS A PERMISSION REQUEST FOR A COMMON AREA MODIFICATION? YES  NO

IF SO, PLEASE GIVE BRIEF DESCRIPTION AND ATTACH ARCHITECTURAL DRAWINGS UPON SUBMITTAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BRIEF DESCRIPTION OF GENERAL MAINTENANCE REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

PLEASE ALLOW THE ASSOCIATION 2 BUSINESS DAYS TO RESPOND TO YOUR REQUEST. IF THIS IS AN EMERGENCY, PLEASE CONTACT THE ASSOCIATION AGENT AT (248) 377-2200.

PLEASE SUBMIT COMPLETED FORM VIA FACSIMILE TO: 248.377.2729

OR VIA REGULAR MAIL TO:

BRASS TITAN, LLC

2651 GREENSTONE BLVD.

AUBURN HILLS, MI 48326