

CYPRESS ISLAND TOWNHOMES MAINTENANCE ASSOCIATION, INC.

Maintenance / Repair Request Form

Fax to (910) 395-6428 **AND** email to nealjohnson@networkwilmington.com

Please review the New Amended By-Laws regarding what repairs are provided by the Association and what repairs are NOT provided by the Association.

Documents can be located at <http://hoa.networkwilmington.com>

DATE REPORTED: _____

DATE PROBLEM WAS FIRST NOTICED: _____

OWNER NAME: _____ PHONE: _____

OWNER EMAIL: _____

TENANT NAME: _____ PHONE: _____

ADDRESS OF THE TOWNHOME: _____

HOW CONTRACTOR SHOULD GAIN ENTRY: _____

PROBLEM/WORK REQUIRED: _____

FOR OFFICE USE ONLY BELOW

CONTRACTOR NAME AND NUMBER: _____

DATE SENT TO CONTRACTOR: _____

DATE WORK COMPLETED: _____

COMMENT / WORK COMPLETED: _____

