

(Name of Association)
Maintenance Request

Use this form to itemize needed maintenance repairs to your unit as referenced below. You may also include comments regarding changes on or around your unit. Please be as specific as possible. All requests will be investigated by Keller Property Management, llc. If an emergency repair is needed, call the property manager at 612-264-4455, then submit your request. The property manager will expedite the repair, or if necessary, present the request to the Board of Directors. The property manager will promptly communicate with the person submitting the request.

Homeowner Information

Homeowner Name(s)		
Address		City/State/Zip
Home Phone	Work Phone	Email Address

Occupant Information (if different from above)

Occupant Name(s)		
Address		City/State/Zip
Home Phone	Work Phone	Email Address

Maintenance Item

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Maintenance Item

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Maintenance Item

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Please submit this request to:

Keller Property Management, llc
14665 Galaxie Avenue, Suite 110
Apple Valley, Minnesota 55124-4509
info@kellerpropertymgmt.com
Fax: 651-452-6633

Homeowner's Signature	Occupant Signature (if not homeowner)
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<table> <tr> <td>Reviewed with Board</td> <td>Yes / No</td> </tr> <tr> <td>Maintenance scheduled</td> <td>Yes / No</td> </tr> <tr> <td>Date scheduled</td> <td></td> </tr> <tr> <td>Response Sent</td> <td>Yes / No</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table>	Reviewed with Board	Yes / No	Maintenance scheduled	Yes / No	Date scheduled		Response Sent	Yes / No	Other		Board Comments
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