

KIRKWOOD Homeowners Association

1545 Kirkwood Drive Geneva, Illinois 60134

KIRKWOOD MAINTENANCE REQUEST FORM

REQUIRED FOR ALL MAINTENANCE REQUESTS

Name: _____ 15 _____ Kirkwood Drive Geneva, IL 60134 Telephone: _____

Request/Comments:

LOCATION: (Draw/attach picture if necessary)

I agree to accept full financial responsibility for any costs incurred by the Association if the requested repairs would not normally be considered a common expense.

SIGNATURE OF RESIDENT: _____

Required

Date

TELEPHONE NUMBERS (IF AN APPOINTMENT IS NECESSARY):

Home

Work

Other

FOR OFFICE USE ONLY

REQUEST RECEIVED	
WORK ORDER ISSUED	
WORK ORDER NUMBER	
COMPANY ASSIGNED	

