

ACTION REQUEST FORM

This form is to be used when requesting building maintenance/repairs, grounds maintenance, or reporting a violation of the Rules and Regulations. When reporting rule violations, please have a witness sign the form. Please return this form to Keller Properties, Inc., 1895 East County Road E, White Bear Lake, Minnesota, 55110. If you have any questions, please call (651) 777-0120

Name: _____

Date: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Type of action requested:

- _____ Building Maintenance
- _____ Rules Violation
- _____ Grounds Maintenance

Describe the action requested. Be specific. Attach any explanatory or pertinent documents.

Plaintiff's Signature _____

Homeowner's Signature

Witness's Signature _____

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Office Use Only

Received by: _____

Date: _____

Referred to: _____

Action taken: _____