



The Ridings at Brookside Condominium Association



BUILDING MAINTENANCE REQUEST FORM

(For example: roof, siding, gutters, downspouts, etc....not landscaping)

**PLEASE USE A SEPARATE FORM FOR GROUNDS MAINTENANCE REQUESTS
THIS FORM IS FOR REQUESTING THE ASSOCIATION TO PROVIDE BUILDING MAINTENANCE**

Name: _____

Address: _____

Phone # (H) _____ (C) _____ (W) _____

Date of Request: _____ (EMAIL) _____

Description of Maintenance Requested:

Please Note:

1. If you are having a true emergency, please call the Management Company at (610) 834-6200 and let the person answering know that it is an emergency and someone will assist you.
2. Unit Owners are responsible for the maintenance of all items defined as part of their unit which includes all items specific to the unit, whether or not located within or outside of the unit (i.e. heat pumps, exterior light fixtures, entry and garage doors, windows, stoops, decks, patios, chimneys, driveways, etc.). Limited Common Elements are those Common Elements which are designated for the use of any particular Unit or Group of Units. The expenses associated with the repairs of Limited Common Elements are the responsibility of Unit Owners.
3. The Association will provide all maintenance of the Common Elements unless the maintenance is required as a result of any modification, neglect, abuse of any other action on the part of the Unit Owner or any tenant, guest, invitee, etc. of the Unit Owner.

Email to: ekahn@danellarealty.com

Fax to: (610) 834-6204

Mail to: The Ridings at Brookside, c/o Danella Realty & Mgmt., PO Box 1017, Blue Bell, PA 19422

FOR OFFICE USE ONLY:

Date Received: _____

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COMMITTEE LIAISON SIGNATURE: _____ Date: _____
RECOMMENDATIONS: _____

BOARD DECISION (MANAGEMENT MUST HAVE BOARD PERMISSION BEFORE A WORK ORDER IS ISSUED):
THE MAINTENANCE REQUEST IS APPROVED DENIED APPROVED WITH THE FOLLOWING STIPULATIONS:

Board Member Signature: _____ Date: _____

CONTRACTOR ASSIGNED WORK ORDER: _____ Date Work Order Issued: _____