

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

Witness's Signature

Homeowner's Signature

Witness's Signature

Office Use Only

Received by: _____ Date: _____

Referred to: _____

Action taken: _____
