

LaMer

3255 South Atlantic Avenue, Daytona Beach Shores, FL 32118

CONDO CONCERNS

___ **URGENT**

___ **ASAP**

___ **FYI**

For your convenience and to expedite requests for the upkeep of our property, all maintenance issues or concerns need to be communicated in writing using this form. (Please drop in the mail slot at the onsite manager's office. Alternatively, fax or email this form using the contact information at the bottom of this form.)

Name: _____ Unit# _____ Date: _____

Maintenance Issue/Concern/ Suggestion (Be specific-use back of form if needed):

Maintenance Reply (for office use only): _____ Date: _____

Feedback to Owner/Submitter (for office use only): _____ Date: _____

Board Member Initials (for office use only): _____ Date: _____