



- SALES
- LEASING
- MANAGEMENT

Residential | Commercial | Coastal

2200 W. Hamilton St.
Suite 204
Allentown, PA 18104
tel 610-820-9888
fax 610-820-7595

MAINTENANCE REQUEST FORM

Name: _____

Address: _____

Phone #: (H) _____ (W) _____

Date of Request: _____

Description of Maintenance Required: _____

PLEASE NOTE:

1. Unit Owners are responsible for the maintenance of all items defined as part of their unit (or Limited Common Elements), which includes all items specific to the unit, whether or not located within or outside of the unit (i.e. heat pumps, all wires, ducts, flues, vents, fixtures, porches, stoops, decks, windows, exterior doors, landscape beds, etc.).
2. The Association will provide all maintenance of the common elements unless the maintenance is required as a result of any modification, neglect, abuse or any other action on the part of the Unit Owner or any tenant, guest, invitee, etc. of the Unit Owner.

Please mail to:

David A. Klein Real Estate, Ltd.
2200 W. Hamilton Street, Suite 204
Allentown, PA 18104-6385