

Building Maintenance/Project Work Request

Revised 6/28/22

REQUESTS FOR ANY WORK TO BE COMPLETED REQUIRE APPROVAL IN ADVANCE. SOME REQUESTS MAY TAKE LONGER THAN OTHERS TO APPROVE IF THEY INVOLVE DIGGING THAT MIGHT CAUSE DAMAGE TO UNDERGROUND CABLES OR PIPES, JURISDICTIONAL PERMITS, OR COLLECTION OF MULTIPLE QUOTE AND TIMELINE PROPOSALS.

For any kind of building maintenance or project work requested from the Homeowners' Association, please complete this form and send it by email to the main Rivercliff Estates email: rivercliffestates@yahoo.com. You may want to copy it to the person noted below as well.

Building Maintenance Director: Eric Leach – woton90@gmail.com

Should any work request also require exterior changes to your unit, please refer to the architectural guidelines and complete and submit a separate Architectural Request form.

Date:	Homeowners' Name:
Address:	
Phone:	Email:
Describe Request (please provide as much detail as possible):	

For Association Use Only	
Date Received:	Date Responded to Homeowner:
Action Taken:	
Vendor Name:	Vendor Phone/Email:
Date Completed:	Copy Returned to Homeowner by: