

Date Received by UPA:

Work Order Number:

**SCOA Work Order Request Form (please, only one type of work request per form)**

**Summary of Request:**

DATE OF REQUEST:

ADDRESS:

CONTACT NAME:

DAYTIME PHONE:

EMAIL:

**Terms of Request:** The SCOA is financially responsible for repairs to the **Common Elements** and for repairs to units caused by failure of the **Common Elements**. If the SCOA Board determines maintenance or repair is due to a failure of a **Unit** or **Limited Common Element**, the cost of the investigation and/or repair will be assessed to the Unit Owner.

**DETAILED DESCRIPTION OF THE JOB:**

Please check if any of the following relate to your work request:

Water Intrusion from roof

Exterior trim or siding loose or missing

Water Intrusion around window

Gutter or Downspout loose, missing or leaking

Water Intrusion around door

Roof shingles loose or missing

Water Intrusion from unknown source

Landscaping or Lawn maintenance

Please give us as much detail as you can. Include:

1. Where the problem is -- front, back, which floor, etc.
2. When did it first become apparent?
3. Can you determine the cause of the problem?

*For example: "The water is coming through the 3rd floor ceiling and seems to be coming from the roof chimney area. The leak started during the rainstorm last night (May 18, 2012)."*

I confirm that all information provided by me is true and correct and that I agree to the above Terms of Request.

SIGNATURE:

Date: