



# Maintenance Request Form

Date: \_\_\_\_\_      \_\_\_\_\_ Urgent Request      \_\_\_\_\_ Normal Request

Name: \_\_\_\_\_      Unit # \_\_\_\_\_

Phone # \_\_\_\_\_      E-mail \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Description of Issue: \_\_\_\_\_  
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Please send photos along with this request if available. If possible, please circle the location of the maintenance issue on the Oceana East 1 property map which can be found on the “Maps” section of the Oceana East 1 HOA website. Thank you!