

HOA Maintenance Request Form- Portrait Hill Homeowners

Date of Submission: [_____]

Name: [_____]

Address: [_____]

Email: [_____] Phone: [_____]

Description of condition in need of maintenance or repairs:

Location of condition:

Date condition was first noted:

Remarks:

Please complete the 1st page of this document and email the form to maintenance@portraithillsc.com

Maintenance Use Only

Received By:

- Name:

- Date Received:

Action Taken:

- Inspection Scheduled

- Maintenance Scheduled

- Issue Resolved

- Other

Completion Date:

Feedback Provided to Resident:

- Yes

- No

Details of Action Taken:

[Provide details of the inspection, maintenance work performed, resolution, or other actions taken]

Comments:

[Additional comments or follow-up actions]