

**LAKE DORA VILLAS MANAGEMENT, INC.**  
**SERVICE ORDER REQUEST**  
**(6/2020 Edition)**

<b>SUBMITTED BY:</b>	
<b>Date:</b> _____	
<b>Owner's Name:</b> _____	<b>Unit #:</b> _____
<b>Tel. :</b> _____	<b>Email:</b> _____

*This form is to be used to request maintenance responsibilities of the Association and not those of the Unit Owner.*

Please describe the work or service requested:

**AVAILABILITY**

Enter Preferred Days/Times				
Monday	Tuesday	Wednesday	Thursday	Friday
AM ___ PM ___	AM ___ PM ___	AM ___ PM ___	AM ___ PM ___	AM ___ PM ___
Enter Preferred Method of Contact				
Home Phone		Cell Phone	Email	

**SIGNATURE**

I understand that it is my responsibility to schedule the work, and if the nature of the job requires that I be home, I will arrange my schedule accordingly. I also understand that thirty (30) days after three unsuccessful attempts to schedule the work, the service request will be cancelled.

Work has been completed satisfactorily

**UNIT OWNER'S SIGNATURE:** \_\_\_\_\_

**TO BE COMPLETED BY OFFICE**

**Request Approved:** \_\_\_\_\_ **Request Denied:** \_\_\_\_\_ **Service Order #:** \_\_\_\_\_

**Comments:**

**Approver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_