



Waterloo Condominium Corporation No. 214
260 Sheldon Avenue, Kitchener, ON

MAINTENANCE COMMENT/REQUEST FORM

- Unit
- Common Element (Grounds, Parking Area, Hallway, Common Room)
- Amenities (Pool Tennis Court, etc.)
- Max TV Posting Request
- Other

Date:	Request for: Maintenance <input type="checkbox"/> Other <input type="checkbox"/>
Name:	Unit:
Daytime Phone:	Business Phone:

Request/Problems:

The Building Manager, Condominium Manager, Board of Directors, Contractor, may enter my unit to repair, inspect, or replace the above mentioned items. Unless the above is deemed an emergency, the mentioned personnel will advise you before entry.

- Entry is allowed.
- Entry is not allowed.

I acknowledge that the repairs and/or work performed in my unit today MAY be deemed the owner's responsibility. I understand that if the repair is deemed my responsibility, I will receive a chargeback from the Corporation or an invoice directly from the contractor for the work performed. I confirm that I will pay the invoice accordingly if this occurs.

Signature of Owner:

Comments: Superintendent Condominium Manager Board Contractor Owner

Your unit will be entered on:

Office use only:

Further follow-up required:

Responsibility for Payment:

- Condominium
- Owner
- Other: _____
- Purchase Order
- Unit File
- Building File
- Accounting