



**Claremont Civic Association
Maintenance Request Form**



Date: _____

Item that needs maintenance: Clubhouse Landscape Golf Course

Maintenance requested: _____

Location (be as specific as possible): _____

Other pertinent information (please attach photos if available): _____

Submitted by: _____ **Address:** _____
Phone Number: _____ **Email:** _____

Office Use Only:

Committee or person assigned to: _____
Follow-up action taken: _____ **Date taken:** _____
Additional follow-up action needed? **If yes, on what date?** _____

Expenditure: _____
Approval of Board needed: Yes No
Account number: _____
Completion date: _____ **By:** _____