

Snowfire Homeowner's Association
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Angel Fire, NM 87710
(575) 377-3711 or Fax (575) 377-3814
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Web site: <http://snowfire.angelfire-hoa.com/>

REQUEST FOR MAINTAINENCE:

Owner/person making request:

Name _____ Building _____ Unit _____ Date _____

Work Requested (other than window replacement):

Window Repair Request: Please be as specific as possible:

Please inspect and repair the following damaged window(s):

The window in the _____ (room/location) is defective for the following reason(s).

_____ Window pane broken, inner pane, outer pane, both panes

_____ Window inoperative:(Circle one or more) Cannot open, close, lock, will not stay in place

_____ Other problem describe:

OFFICE USE ONLY

Date work approved: _____

Repairman information and W-9 on file. _____

Proof of insurance on file if needed _____

Bonded? _____

Date job completed: _____

Owner notified as necessary: _____