

KS & Associates, Inc.

Condominium Management / Maintenance Specialists

P.O. Box 100
Wyandotte, MI 48192
Toll Free 1-800-856-4443
Main Office 1-734-285.4442
Fax 1-734-285.4443

SERVICE REQUEST

ALL REQUESTS FOR SERVICE SHOULD BE SUBMITTED ON THIS FORM.

Please fill in all information

Name: _____

Date: _____ 200__

Address _____

Unit # _____

Phone # Home () _____

Work () _____

I hereby request service on my home:

1. _____
2. _____
3. _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Association ____ / ____ / ____
(Date Received)

our

The following circled items 1, 2, 3, 4, corresponding to your service request, are the associations responsibility. Either

office and / or the contractor to schedule repairs will contact you shortly.

Co-owner ____ / ____ / ____
(Confirmation sent)

The following circled items 1, 2, 3, 4, corresponding to your service request, are the co-owners responsibility and the association will take no action.

Signature: _____

For KS Management Services, Inc.

This form enables us to avoid miscommunication in transferring requests from the telephone or in person and leads to a faster response time in resolving your service requests.