

# Solera Resident Request Form

Return completed form to the Management Office

Resident's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_

Work Phone # ( ) \_\_\_\_\_

Nature of Request (✓ one category per form, please!)

- |   |  |
|---|--|
| <input type="checkbox"/> Landscape Maintenance                  | <input type="checkbox"/> Association Operations                          |
| <input type="checkbox"/> Exterior Bldg. Maintenance             | <input type="checkbox"/> Violation ( <i>All info kept confidential</i> ) |
| <input type="checkbox"/> Parking                                | <input type="checkbox"/> Security  |
| <input type="checkbox"/> Recreational Facility (Identify below) | <input type="checkbox"/> Activity/Event                                  |
| <input type="checkbox"/> Clubhouse Operations                   | <input type="checkbox"/> Other (describe below)                          |

I have a  Suggestion  Complaint  Request for work to be done

Detail is: (*Please print legibly and explain clearly in a few words. If needed, securely attach separate page.*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MANAGEMENT USE ONLY:

Date investigated: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Work Assigned to: \_\_\_\_\_

Action determined: \_\_\_\_\_

Resident contacted on:  To acknowledge Receipt of form  To advise of status after Investigation  To Follow-up after completion.

Management follow-up on:

Work Type:  Work order entered:   
(*Attach copy of completed W.O.*)

Cost Account:  Date work completed:

Comments/Notes/Follow-up results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note: This Form is for Solera Association matters only.  
Please use Pulte forms for all warranty related matters.**