Elite Management, Attn: Dawn Walters ***(858) 485-0881***
11717 Bernardo Plaza Ct., Suite 110 ***FAX: (858) 485-7844***
San Diego, CA 92128 ***Emergency: (858) 485-0672***
E-mail: dawn@elitemanagement.com ***www.elitemanagement.com***

WORK ORDER AND GENERAL COMMUNICATION FORM

Work Orders and general communications (to the Board or Elite Management) can be phoned, Faxed, e-mailed, or sent to Elite Management.

To help facilitate Work Order submission and communications, this form can be used for submitting Work Orders or communications. You are welcome to use any communication format that feels most comfortable, as long as the communication includes your name and contact information (phone, unit, etc.), and if a Work Order, a detailed description of the problem and its location.

Submittal Procedure: All Work Orders and general communications will be forwarded to Elite Management. Elite Management will then review, prioritize, and forward all Work Orders and general communications to the appropriate party(ies).

Date: _____

RESIDENT INFORMATION:

Resident Name(s): _____

Property Address: _____

_____

Phone Number(s): _____

E-mail Address: _____

PLEASE LIST OR DESCRIBE THE SERVICE(S) REQUESTED, OBSERVATIONS, INQUIRUES, COMMENTS, ETC.
(If this is a Work Order, please provide a detailed description of the problem(s) and the exact location.)
(If necessary, please attach additional sheets and/or supporting documentation.)

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Resident Signature(s): _____