

Terrestria Association

Repair Request

Please use this form to request necessary, non-urgent repairs on the common elements of your property. Repair requests must be in writing and forwarded to Terrestria Association, 2 Fox Meadow Drive, Sicklerville NJ 08081 or Fax: (856) 228-5631

Complete separate request forms for each repair. Of course, in the case of an emergency, contact office at (856) 228-5811, immediately.

(Please print clearly.)

Name _____ Today's Date _____

Address _____ Home Phone _____

_____ Work Phone _____

Description of Service Needed _____

If you will not be available, please include the name and phone# of the person who will allow entry to the property _____

Signature _____

(Do not write below this line)

Manager's Signature _____ Date Received _____

Action Taken/Comments _____

Completed by _____ Date Completed _____

Thank you for your cooperation!

Helping us keep a written record will assure quality services to all.