## **Quarry Dunes Association**

## Maintenance Request to Rest Assured Property Management

If you are reporting a problem with heating, cooling, or other appliances you should call your preferred service company. Please call Rest Assured Property Management if you need to have condominium access provided to the contractor. There is a service call charge to provide access and for re-securing your condominium after service work is done.

If you are reporting an **EMERGENCY CONDITION** that involves condominium common-elements, please phone Larry Oswald at 248-941-8501.

For **NON-EMERGENCY** maintenance requests please use this form as an alternative to phoning. Please email, fax or send the completed form to: Rest Assured Property Management - 1397 Piedmont Drive, Suite 100, Troy, MI 48083. Fax: 248-740-4902 Email: loswald@restassuredPM.com

Describe the work that you are requesting in as much detail as possible to help assure timely and appropriate response to the problem. Receipt of your request will be acknowledged.

Date:	Name:
Quarry Dunes Address:	
Phone:	Email Address:
Security Alarm Code:	_Garage Door Code:
Please Describe the Work Requested in Detail:	