

**MCA MAINTENANCE and/or SERVICE REQUEST**  
**TO BE UTILIZED FOR PROPERTY OR AMENITIES OWNED BY MCA**

Summary of Issue & Location [Insert Issue, e.g., Broken Main Gate]:

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Date:

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From: [Your Name]

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Property Address of Person Reporting: [Your Street Address]

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Contact Information: [Your Phone Number / Email]

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Detailed Description of the Issue: [Describe what is broken, aging, or malfunctioning]

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Approximate Common Area Location: [Be specific, e.g., Pool deck, northwest corner near the showers] -

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Date First Observed: [Insert Date] -

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Perceived Urgency Level: [Low / Medium / High Safety Hazard]

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Y/N (CIRCLE) I have attached photos of the area to help your team or designated vendor assess the scope of work needed.