



MAINTENANCE REQUEST FORM

All applications, forms, drawings, diagrams, and the alike are not considered being received by the Board until received by Steel River Management Services, LLC.

info@steelrivermgmt.com / (412) 201-0700

Community Name: _____

Owner's Name: _____

Property Address: _____

Phone Number: _____ Email: _____

REQUEST INFORMATION (CHECK ALL THAT APPLY):

- | | |
|--|---|
| <input type="checkbox"/> General Maintenance | <input type="checkbox"/> Landscaping / Tree Removal |
| <input type="checkbox"/> Emergency | <input type="checkbox"/> Exterior Issue |
| <input type="checkbox"/> Common Area Issue | <input type="checkbox"/> Interior Issue |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Electrical | |

Please note: If this is an emergency (immediate threat to safety or property), please call (412) 201-0770.

PRIORITY LEVEL :

- Emergency (Immediate Attention Required)
- Urgent (24-48 Hours)
- Standard

LOCATION OF ISSUE :

- Inside Unit
- Exterior of Home
- Common Area
- Other: _____

Detailed Description of Issue:

If more space is required, please attach to this form.

SUPPORTING DOCUMENTATION :

To expedite processing please include:

- Photos of Issue
- Additional Notes / Documentation

ACCESS AND CONTACT PREFERENCES :

Is permission granted to enter the property if you are not home?

- Yes
- No

Preferred Method of Contact:

- Phone
- Email

Preferred Days/Times for Access (if applicable):

IMPORTANT INFORMATION :

Submitting this request does not guarantee immediate service. All requests will be reviewed, categorized, and scheduled based on priority and association guidelines.

The Association and Steel River Management Services, LLC are not responsible for maintenance of items that are the homeowner's responsibility per governing documents.

Owner Acknowledgement:

I understand that:

- This request will be reviewed and assigned based on priority
- Additional information may be required before action is taken
- I am responsible for any maintenance items outlined in the governing documents
- Emergency issues should be reported immediately via phone
- Access may be required to complete the request

Date: _____ **Owner's Signature:** _____

FOR ASSOCIATION USE ONLY:

Date Received: _____ **Assigned To:** _____

Status: Open In Progress Completed

Priority Level: _____ **Completion Date:** _____

Notes:
