

Leaseholders or customers please use this form to submit request for repairs or a condition you notice regarding the grounds or docks which you feel needs attention. If there is an incident in which you were involved or a witness, and you feel it is important for the safety of yourself or others to let us know about it, please also use this form. All such requests, advisory/incident reports must be in writing in order for us to appropriately respond. This form should be mailed to or brought to the office, not handed to staff who are working out on the grounds.

(PLEASE PRINT)

Date: _____ Attention: **Management OR:** _____

Submitted by: _____

RV site or berth #: _____

Location within park: _____

Please provide detail of repair request/condition advisory/incident:

Date reviewed by management: _____

Response or repaired assigned to: _____

Resolution date: _____

Communication notes: _____