



**FAIRFIELD AT LONGNECK
REQUEST FOR REPAIRS**

PLEASE PROVIDE ALL INFORMATION

DATE: _____ Name of Homeowner _____

Fairfield Address _____

Contact Info: Cell # _____ Home Phone # _____ Work #: _____

Primary Address _____

Is the Unit currently rented? Yes _____ No _____

If Unit is rented, please provide the name and phone number of tenants, so that contact can be made to schedule a date and time to complete the repairs.

Tenant Name(s) _____

Tenant Home Phone _____ Cell if available _____

Does Property Manager have a key to gain access to the Unit? Yes _____ No _____

Description of Problem: _____

Is this problem a Recurring Problem or New? _____

Please attach digital Photos for review and send all photos and a completed request form via email to Fairfield Property Manager at PropertyManager@fairfieldatlongneckcondo.com. If you do not have email access, please contact the Fairfield's Property Manager - Patti Shaw at **(302)-947-2414** during business hours of 9AM to 5PM.