

Main Street Square - Maintenance Request Form

Prior to filling a maintenan	ce request form, p	olease verify from	n the list below tha	at your request is the
responsibility of the Assoc	iation.			

Balconies/Decks (all modifications)

Basement/Lower Level (walls/floors)

Chimney (exterior)

Electrical Service (transformer to meter, meter to breaker, circuit to fixtures, exterior receptacles)

Furnace (metal flue caps, flute screens, exhaust pipes)

Insulation (attic only)

Leaks (gutters, roof)

Outdoor Light Fixtures (photo cell, entrance lights, garage, back lights, front porch)

Pest Control (exterior preventative, interior non-preventative)

Porches (steps, footings/posts, all modifications)

Plumbing (sanitary/storm, walls/ceilings up to connect, exterior water spigots, water meters, sump pumps)

Roads (asphalt, seal coating, signage)

Roofs (siding/trim, vents/gutters, skylights)

Sidewalks (all modifications)

Snow Removal (all aspects)

Sprinklers (all aspects)

(If your maintenance request regards something which is not listed here, it is more than likely not a responsibility of the Association. However, you are welcome to attempt to prove otherwise, in such case, please refer to the master deed, which can be found within the Bylaws at mssquare.org, and cite the page number and section of the master deed which addresses your request.)

Unit Address:	, Royal Oak, MI 48067	Date:
Co-owner Name:		Phone:

Please describe the nature of the maintenance requirement. Specifically, provide the Association with a description of exactly what the issue is, the location of the

issue, if you suspect you know what is causing it, how long has it been an issue, if the same issue has been reported in the past, and if/when a repair was made. Please also include your suggestion(s) of what action(s) should be taken to solve					
needed, as well as any photographs you have relating to the issue.)					
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Please submit this maintenance request either by e-mail to mhaberlein@amicondos.com or by US mail to: MSS c/o AMI, 47200 Van Dyke Ave, Shelby Township, MI 48317

Please note, all maintenance requests must be submitted in writing, and each request will be reviewed individually to determine the best course of action.