

RRS Management LLC

Maintenance Request Ticket.

If this is an emergency please submit this form but also call the emergency number 203-994-0863 for after hours emergencies.

Association Name _____

Owner Name _____

Unit # _____

Phone Number _____

Non-Emergency Maintenance Issue:

Please describe in detail the issue that needs to be addressed. Once it is reviewed a contractor will be assigned to the repair. If it is a unit owner responsibility they will be notified.

Emergency Issue:

Please note as many details as possible. **If this is a water leak from ceiling please speak to the neighbor above. All emergency issues must be called in also. After hours to 203-994-0863.**

Received _____ Assigned to _____ Assigned Date _____