Water Shut-Off Request Form

This form is to be filled out and delivered to management **seven days prior** to the date your shut-off is requested. All repairs are to be done by a licensed plumber. A copy of your plumbers license and drivers license must be submitted with this form as well as a copy of any permits required. All permits must be placed on your door for the duration of time the work is being done. You must also get the signatures of every resident who may be effected by the water being shut off, this means anyone in your stack of units (I.E. 101, 201,301,401). If you are unable to get a hold of someone in your stack, record the times and dates you knocked on their door. Failure to perform any of the tasks above will result in your request being denied and fines will be assessed to your account. This is to ensure fair and safe living for all.

Phone Number:

Date and Time For Requested Shut-Off:_____

Please describe below the reason for your request and all work to be done to your unit:

.

If you do not hear a confirmation from management three days before requested shut-off time, call or e-mail management to verify the status of your request. If it is an emergency, please notify management through appfolio immediately.

Signature:__

Date:

Please gather all signatures on the back of this pagewhat doe

Water Shut-Off Request Form

Signature:	`Unit #:	Date:
Signature:	Unit #:	Date:
Signature:		Date:
Signature:	Unit #:	Date: