

FLEMINGTON FIELDS CONDOMINIUM ASSOCIATION

ACCESS PROPERTY MANAGEMENT, INC.

4 Walter E. Foran Blvd., Suite 311, Flemington, NJ 08822

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PROPERTY DAMAGE INCIDENT REPORT FORM

Please use this form to report any exterior damage you believe to be caused by a contractor of the Association, resident or non-resident. Please be as specific as possible when describing the incident, including date and time that it occurred. Please note that items reported which fall under homeowner's responsibility, i.e., dryer vents, doors/storm doors, windows/screens, outside lights, etc., may not be repaired or reimbursed by the contractor, pending review by the contractor involved.

SUBMITTED BY: _____

ADDRESS: _____

PHONE (Day/Cell): _____ EMAIL: _____

INCIDENT DATE: _____ INCIDENT TIME: _____

DESCRIPTION OF INCIDENT CAUSING DAMAGE: _____

WITNESS(ES): Name: _____

Address: _____

Phone #: _____ Email: _____

OWNER SIGNATURE:

DATE:

Please return this completed form to the property management office to be forwarded to the Board.

Board Recommendation (with date): _____

Returned to property manager (with date) to be forwarded to the resident. _____