

MAYFLOWER SQUARE SECTION I

WATER SHUTOFF REQUEST

Today's Date:	
Name:	
Address:	
Unit #:	
Phone Number:	
Date Requested:	
Time:	10am to 2pm

Resident Responsibilities

1. Notify Management of your planned repairs by completing this form
2. Except in an emergency, please schedule all work between 10am-2pm each day.
3. Neighbors must be notified at least 48 hours in advance of any planned work that includes an interruption of water service.
4. Residents must hang notices in the common area halls, laundry rooms and, when necessary, letter boxes at each door of homes affected by the water shutoff.
5. A notice with all the necessary information will be provided by Management.
6. On Fridays, maintenance personnel is on-site. On these days, when scheduled in advance, water shutoff is free.
7. If services are scheduled for a day other than Friday, residents are responsible for any additional charges, if any, to complete. This includes water shutoff to the building.

Management Responsibilities

1. Confirm date and time of scheduled water shutoff for resident
2. Review this form for completion and accuracy
3. Update notices with the correct date and time of the water shutoff and then forward them to the requesting resident.
4. Confirm that notices were placed in the appropriate areas by the resident.
5. Coordinate maintenance, if requested on a Friday and with enough notice, to complete a shutoff at the scheduled time.

Resident Acknowledgment: I, _____, resident of unit

_____ understand my responsibilities as listed above.

Signed: _____

Return completed form to Joe Lilli, Community Manager, at jlilli@ghacm.com or fax to (703) 876-9594