

**Manhattan Village Estate Homes Association  
Common Area Problem Report Form**

Please complete as much of this form as possible with as much detail as possible. If you need additional space or wish to draw a diagram, please use the reverse side of this form. Upon completion please fax it to Avalon Management at (310) 577-7713.

You may phone Avalon Management at (310) 577-7711 for questions, for after hour emergencies please contact Avalon at 800-695-3972.

**MAINTENANCE PROBLEM**, for common area problems related to vehicle or pedestrian gates, surveillance equipment, entry phones, card readers, streets, sidewalks, lighting, iron work, gatehouse repairs or other common area maintenance problems

**LANDSCAPE PROBLEM**, for common area problems related to plantings, sprinkler operation, association water drainage, tree pruning, tree supports, etc.

Date:	Your Name:
Your Address:	Day Phone Number:
Specific Location of Problem:	
Description of Problem:	

***BOTTOM PORTION FOR MANAGEMENT OFFICE USE ONLY***

Date Report Received:	Date Processed:
Work Order Number:	
Comments:	