

**Sunscape Estates RV Park Cooperative (Addendum #3)**  
**Private Maintenance Request Form (PMRF) # \_\_\_\_\_**

**Member requesting service:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please Print)

Lot # \_\_\_\_\_ Phone # \_\_\_\_\_ email: \_\_\_\_\_

**Description of service requested:**

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**Maintenance Department Estimator:** \_\_\_\_\_ **Date of estimate:** \_\_\_\_\_

Materials estimate: \_\_\_\_\_

Labor estimate: \_\_\_\_\_

Equipment estimate: \_\_\_\_\_

**Total estimate:** \_\_\_\_\_

Estimated date of completion: \_\_\_\_\_ **Assigned to:** \_\_\_\_\_

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**Member authorization:** I hereby authorize the Maintenance Department to proceed with the above request and agree that I am responsible for the actual cost of the request.

Member signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Request completion:**

The above request has been completed as described at an actual cost of \$ \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

Maintenance Manager

Member

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**To Bookkeeper for Billing:**

Date statement issued: \_\_\_\_\_ **Amount:** \_\_\_\_\_

Date payment received: \_\_\_\_\_ **Amount:** \_\_\_\_\_

\_\_\_\_\_  
Bookkeeper

## **Board of Directors Policy**

**Subject: Request Procedure Policy (Excerpt)**

**Original Date: April 2013**

Revised March 6, 2017

- A. Registering and processing a Private Maintenance Request Form (PMRF):**
1. Return the completed MRF to the Welcome Center Maintenance Wall File.
  2. The PMRF will be assigned a number, initialed and recorded in the 'PMRF Log Book' by a Maintenance staff member.
  3. The Maintenance Manager will then:
    - a. record the PMRF in the 'Tracking System'
    - b. consult with the lot member to clarify 'scope of work and costs', prepare a work order and have the lot member sign an agreement, then
    - c. assign the request for the appropriate action.
    - d. sign and have lot member sign upon completion, then bill the lot member in the appropriate method.