

# Rosewall Townhome Association, Inc.

## Repair Order Form

Please complete and submit this form for each repair:

**Repair number:**   
Assigned by RHA

**Owner name:**   
Insert owners name

**Property:**   
Insert property address or "common property"

**Date reported:**   
Insert date reported to RHA

**Damage Description:**   
  
  
Please describe damage

### Completed by RHA

**Date received:**

**Assigned RHA Mger:**    
Person managing project for RHA      Is this a budgeted repair? If yes, budgeted amount

**Repair type:**   
Emergency, general, aesthetic, capital

**Approved:**   
If approval required, has RHA approved

**Contractor:**   
Name of contractor assigned to repair. If no, contractor put "NA"

**Date assigned:**   
Date assigned damage assigned for repair

**Contract signed:**   
Is contractor subject to a written contract?

**Quote:**   
Initial quote give by contractor, if any

**Type of payment:**   
Fixed fee or time and materials

**Repair action:**   
  
  
  
Description of action taken to repair damage

**Date completed:**   
Date repair completed

**Final costs:**   
Final invoice submitted by contractor

**Comments:**   
  
  
General comments

**RHA signoff:**    
Manager approving completion      Date of signoff