



Main Street Square – Maintenance Request Form

Prior to filling a maintenance request form, please verify from the list below that your request is the responsibility of the Association.

- Balconies/Decks (all modifications)
- Basement/Lower Level (walls/floors)
- Chimney (exterior)
- Electrical Service (transformer to meter, meter to breaker, circuit to fixtures, exterior receptacles)
- Furnace (metal flue caps, flue screens, exhaust pipes)
- Insulation (attic only)
- Leaks (gutters, roof)
- Outdoor Light Fixtures (photo cell, entrance lights, garage, back lights, front porch)
- Pest Control (exterior preventative, interior non-preventative)
- Porches (steps, footings/posts, all modifications)
- Plumbing (sanitary/storm, walls/ceilings up to connect, exterior water spigots, water meters, sump pumps)
- Roads (asphalt, seal coating, signage)
- Roofs (siding/trim, vents/gutters, skylights)
- Sidewalks (all modifications)
- Snow Removal (all aspects)
- Sprinklers (all aspects)

(If your maintenance request regards something which is not listed here, it is more than likely not a responsibility of the Association. However, you are welcome to attempt to prove otherwise, in such case, please refer to the master deed, which can be found within the Bylaws at mssquare.org, and cite the page number and section of the master deed which addresses your request.)

Unit Address: _____, Royal Oak, MI 48067 Date: _____

Co-owner Name: _____ Phone: _____

Please describe the nature of the maintenance requirement. Specifically, provide the Association with a description of exactly what the issue is, the location of the

