

Date of Report:

\_\_\_\_\_

Date Problem Began:

\_\_\_\_\_

*First Montrose Commons*

**YOUR NEIGHBORHOOD ASSOCIATION**



## Problem Report Form

# NSR467

WBS No. N-000400-001-4

### YOUR CONTACT INFORMATION (without complete information here no action can be taken)

NAME: \_\_\_\_\_

**YOUR ADDRESS:** \_\_\_\_\_

TELEPHONE OR CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### PROBLEM INFORMATION (without complete information here no action can be taken)

EXACT LOCATION OF PROBLEM – (ADDRESS, or NEAREST INTERSECTION):

\_\_\_\_\_

**PROBLEM TYPE:**  WATER LEAK  DRIVEWAY ACCESS  SIDEWALK CONDITION

ROADWAY CONDITION  DAMAGED SPRINKLER  TRASH OR DEBRIS

OTHER - \_\_\_\_\_

DETAILED **FACTUAL** DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU REPORTED THIS BEFORE?  NO  YES – DATES and TO WHOM: \_\_\_\_\_

\_\_\_\_\_

Please attach COPIES (not originals) of ANY SUPPORTING DOCUMENTS and PHOTOS. You should email this form and documents to [president@firstmontrosecommons.org](mailto:president@firstmontrosecommons.org) or bring them to any First Montrose Commons Meeting. We will forward them to appropriate persons and discuss at Semiweekly Construction Progress Meetings for resolution.

**NOTE – IF THE PROBLEM IS OF A LIFE THREATENING NATURE - CALL 911.**

