# RIVIERA

# REPORT A MAINTENANCE CONDITION

**(This form is not to be used to report an emergency.)**

Put your report in the suggestion box under the bulletin board counter. Alternatively, you can scan the form and email it to: riviera@shawcable.com

- Use form to report items or conditions requiring strata attention. Strata is normally responsible for failures such as: Vents, Windows, Exterior Doors,
- Strata will also investigate the source of any leaks into your unit.
- Also use this form to advise strata of any leak or other abnormal condition in Strata common property areas (amenities, parkade, halls etc.)
- Remember, maintenance of plumbing or electrical fixtures is owner responsibility.

Date of report: _____

Name _____ Suite Number _____ Building ____

Phone: _____ email:_____

Please give a brief description of the condition you are reporting.

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Signed _____

**A paper trail is best. Keep a copy of your Incident Report**