

**Forest Oaks II**  
**Homeowners Association**

P. O. Box 12321, Murfreesboro, Tennessee 37129  
Return to: Donna Acheson

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**WORK REQUEST ORDER FORM**

*Please provide all information requested below:*

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_ Murfreesboro, Tennessee

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Please provide a detailed description of the repair request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For consideration, all submissions must include a description of the repair request. Please be as specific and accurate as possible. Pictures and drawings are always helpful.*

The Forest Oaks II Homeowners Association is not responsible for interior maintenance or repairs. Some exterior items are also excluded. Any approval and authorization of work is based on the interpretation of the Master Deed and By-Laws. Please be advised that if the work requested is found to be the responsibility of the homeowner, the owner will be responsible for completing the maintenance or repair. This includes the payment of any necessary charges.

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Homeowner's Signature

Date

If you have any questions, contact Donna Acheson at (615) 624-7947

1. Hand deliver the form plus any other pertinent information to Donna Acheson, Unit 1010 or
2. Mail the completed form plus any other pertinent information to the address above.

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This request has been:

Approved

Denied for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Board of Director Signatures

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Use this form to request work that is the HOA's responsibility.  
All documents submitted should be duplicates, as we do not return any submitted material.*