

Work Order Requests

Save New Record Cancel Changes

Request Number:12544 key field  
Request Status:O  
Request Date:09/19/2016  
Request Time:03:58:55 PM

Requested By (Your Name):

Preferred Contact Method:

Email Address:

Telephone #:

Please enter your full address below, including unit letter if applicable.

**Your full address:**

*If your request is urgent, please call Public Safety at (847) 381-6515. Thank you.*

Work Request Type:

Problem Location:


Problem Type:

Your Condo Number / Work Zone Location:

Please be as specific as possible (Example: Shingles missing 1/2 way up North side of building)

Work Request Description Details:

Appointment Requested:

Preferred Appointment Time:  

Please note: Appointments are available between 8:00 am and 3:00 pm Monday through Friday.

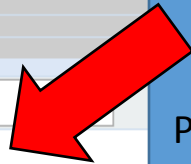
**Once your request is complete, click Save New Record in the upper lefthand corner of this page.**

Thank you!

Approval Memo -For Office Use Only:-

**STEP ONE**

Please fill in all fields to the best of your ability. If your address includes an A,B,C, or D please include that as well.



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Request Status:0  
Request Date:09/19/2016  
Request Time:03:58:55 PM

Requested By (Your Name):

Preferred Contact Method: Email Address ▾

Email Address:

Telephone #:

Please enter your full address below, including unit letter if applicable.

Your full address:

*If your request is urgent, please call Public Safety at (847) 381-6515. Thank you.*

Work Request Type: Corrective - Routine ▾

Problem Location: Select Probloc ▾


Problem Type: Select Proptype ▾

Your Condo Number / Work Zone Location:

Please be as specific as possible (Example: Shingles missing 1/2 way up North side of building)

Work Request Description Details:

Appointment Requested: No ▾

Preferred Appointment Time:  

Please note: Appointments are available between 8:00 am and 3:00 pm Monday through Friday.

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Thank you!

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STEP TWO

The next fields have drop down menus when you click on the arrow. Select the option that best describes what you need a work order for.

For work order description details you can type a summary of what the work order is for and any specifics you want to include.



**STEP FOUR**

The last and most important step is to click "SAVE NEW RECORD" to send the work order to the Community Coordinator. Also, a confirmation email will be sent to the email address you provided.

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Requested By (Your Name):

Preferred Contact Method: Email Address

Email Address:

Telephone #:

Please enter your full address below, including unit letter if applicable.

Your full address:

*If your request is urgent, please call Public Safety at (847) 381-6515. Thank you.*

Work Request Type: Corrective - Routine

Problem Location: Select Probloc


Problem Type: Select Probtype

Your Condo Number / Work Zone Location:

Please be as specific as possible (Example: Shingles missing 1/2 way up North side of building)

Work Request Description Details:

Appointment Requested: No

Preferred Appointment Time:  

Please note: Appointments are available between 8:00 am and 3:00 pm Monday through Friday.

**Once your request is complete, click Save New Record in the upper lefthand corner of this page.**

Thank you!

Approval Memo -For Office Use Only:-

**STEP THREE**

If you need an appointment please provide your preferred day and time. The Community Coordinator will call to confirm an appointment time.