



PLUMBING REPAIR APPLICATION FOR WATER SHUT OFF

THIS FORM MUST BE **COMPLETED AND APPROVED** PRIOR TO YOUR SETTING AN APPOINTMENT WITH THE PLUMBER. NON-EMERGENCY WORK WILL BE SCHEDULED 5-7 DAYS OUT FROM YOUR REQUEST DATE, TUESDAY, WEDNESDAY, THURSDAY

OWNER: _____ UNIT #: _____ DATE: _____

PHONE: _____ EMAIL: _____

Plumbing/Vendor Company: _____ Contact Name: _____

Plumbing Contact Phone Number: _____ Email: _____

Description of repair: _____

How long will this take? _____

Circle Anticipated Water Shut Off Length: 15 minutes 30 minutes 1 hour 1.5 hours 2 hours

Circle Time Frame: 10AM-12PM 12PM-2PM

****Plumbing repairs should have appropriate prep work done prior to water shut off time. The plumber must arrive on time with all necessary parts and complete the job with ONE WATER SHUT OFF. There will be no extensions of time or rescheduling without going through the approval process.***

Owner Signature: _____ Date: _____

OFFICE USE ONLY

Received on: _____ at _____ AM/PM

Approval / Modified Approval / Denial

Comments / Modifications: _____

Signature: _____ Date: _____

Proposed Shut off dates: _____

Proposed Shut off times: 10AM – 12PM 12PM -2PM

Confirmed Shut Off Date: _____

Units/Buildings affected: _____

Date and Time VOLO completed: _____

Return completed application to: monterey@levelprop.com

Monterey Homeowners Association