

LANDSCAPE/EXTERIOR SERVICE REQUEST – VILLAGE RESPONSIBILITY
Non-Chargeable Work Order

NAME: _____ DATE: _____

ADDRESS: _____ ☐ HOMEOWNER

PHONE NO.: _____ ☐ REPORTING PARTY

LOCATION OF WORK REQUESTED: FRONT ☐ SIDE ☐ REAR ☐

WORK REQUESTED: Only one item per Non-Chargeable Work Order form

ANIMALS: GOPHERS ☐ _____ BEES: ☐ _____

SOD/SEED: ☐ or RE-SEED ☐ WEEDS: REMOVE ☐

SPRINKLERS: BROKEN ☐ AREA DRY ☐ WET ☐ REQUIRE ADJUSTMENT ☐

SHRUBS: TRIM ☐ REMOVE ☐ REPLACE ☐

**Note that these items will normally be done at the time the shrub crew is in your Village.
Please do not duplicate your request.**

TREES: TRIM ☐ REMOVE ☐ REPLACE ☐ ROOTS: REMOVE ☐

CONCRETE ☐ ROOF ☐ STUCCO ☐ EXTERIOR WOOD TRIM ☐

PRESSURE WASH ☐ TRASH VAULT: ☐ MAILBOX ☐

DESCRIBE PROBLEM: _____

FOR LVA OFFICE USE ONLY:

W/O NUMBER _____ WORK COMPLETED ☐ BY: _____

H/O NOTIFIED BY: DOOR HANGER ☐ IN PERSON ☐ DATE: _____

ACTIONS TAKEN: _____

MATERIALS USED: _____

LABOR: _____ WORK TO COMPLETE _____
