

THE FAIRWAYS VILLAGE CONDOMINIUM ASSOCIATION

Request for Action Form  
(Concerns, Complaints, or Rules Violations)

Before the Board can act upon any violation to the Rules and Regulations, all violations must be documented in writing. This form must be completed and mailed to the Management Office before any action will be taken.

1. \*Name and address of person reporting violation: \_\_\_\_\_  
\_\_\_\_\_
2. Name and address of offending party: \_\_\_\_\_  
\_\_\_\_\_
3. Nature of violation: \_\_\_\_\_  
\_\_\_\_\_
4. Date and time violation occurred: \_\_\_\_\_  
\_\_\_\_\_
5. Location where the violation occurred: \_\_\_\_\_  
\_\_\_\_\_
6. Statement of what you observed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Any other pertinent information that may aid the Board in resolving the violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this complaint form, I hereby attest that the information is true to the best of my knowledge and I am willing to participate with the Executive Board on this action in acting as a witness, if necessary.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Reporting Violation

Please mail, email or fax this form to:

<p>Acri Commercial Realty, Inc. 290 Perry Highway Pittsburgh, PA 15229 412-459-0141 fax <a href="mailto:sgood@acrirty.com">sgood@acrirty.com</a> <a href="mailto:Diana.Pearce@acrirty.com">Diana.Pearce@acrirty.com</a></p>
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\*\* Anonymous requests for action will not be considered.