

**MEMBER CHARGEBACK ACKNOWLEDGEMENT**

Date: .....

Name: .....

Unit #: .....

I am aware that I will be charged back for the following maintenance related item/s replaced in my unit as the damage was caused by me, someone in my household and or by my guest. By signing this document, I am authorizing maintenance staff to go ahead with replacing/fixing the damaged items and or get an outside contractor to fix the defect if they are unable to do the work themselves. I agree to pay the total cost outstanding, once the job has been completed.

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**MAINTENANCE STAFF**

Cost and Materials Used:        (Attach bills)

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Time taken to complete job: .....

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Print Name

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Signature

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Date