

INSTRUCTIONS FOR FILLING OUT THE FORM

1. Enter your name, address, mailing address (if different), and one or more phone numbers for the Architectural Review Committee to contact you if there are questions.
2. Enter the work that was completed (this is usually copied from your request form).
3. Enter the date completed.
4. Sign and date the form.
5. **Mail, email (care@pmpmanage.com), or deliver requests to:**
Property Management Professionals, LLC, 515 Marin St., Suite 404, Thousand Oaks, CA 91360-4117
(805) 642-2400
6. You need not return these instructions with the form.