

Mailbox Work Request
Victoria Estates Homeowners' Association Inc.
6663 W. Kinsington Ave., Wasilla, AK 99623
Phone (907) 376-1984
email: vehoa1984@gmail.com

Requested by: _____ **Date:** _____

Email: _____ **Phone:** _____

Location for work to be done: _____ **VEHOA Mailboxes: Unit** _____ **Box #** _____

Used for mail deliver to: _____
(VEHOA property address)

Description of Work Order to be done: _____

Owner's Signature _____ **Date** _____
(no electronic signatures)

Mailbox Owner's Printed Name _____

(for VEHOA use)

VEHOA Mailbox Maintenance Record

(To be completed by the VEHOA representative who completes the work)

Cost: (materials and labor): _____

VEHOA Board Member's Approval: _____ **Date** _____

VEHOA Board Member's Printed Name _____

Description of work completed and material used: _____

Completed By: _____ **Date:** _____

(Return to VEHOA mailbox Maintenance Records)