

# REQUEST FOR REIMBURSEMENT OR REPAIRS

\*Note – This is a request for reimbursement or repairs from your Homeowner’s Association. **It in no way implies that a reimbursement or repair will be made.** All decisions for reimbursement or repairs are exclusive to the Board of Directors of your Association. Capitol Realty is not authorized to reimburse or authorize repairs without the consent of the Board of Directors.

Homeowner’s Association \_\_\_\_\_ Date \_\_\_\_\_

Unit Address: \_\_\_\_\_ Owner: \_\_\_\_\_

\_\_\_\_\_ **Request for Reimbursement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

\_\_\_\_\_ **Request for Repairs:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

**\*Note: The Board of Directors may request two written estimates prior to approving Repair Request. The Owner is responsible for obtaining the estimates.**

**Submit Request To: Capitol Realty  
1712 W. Lindsey – Norman, OK 73069  
Fax: 405-329-7653**

Presented to Board of Directors Meeting on: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_

Motion: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Carried \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Board Signatures