



22727 Maple Avenue, Torrance, CA 90505

# WORK REQUEST & SUGGESTION FORM

Phone: (310) 325-3080  
Email: admin@nhsb.org

## USE ONE FORM FOR EACH CATEGORY REQUEST

This form is the Resident & Owner's method of addressing the Board of Directors. IF YOU WANT ACTION, PUT IT IN WRITING!

1. Please fill in the form completely.
2. Explain your subject in detail. For more space, use the back of the form.
3. Except for safety issue or ongoing damage, work requests are processed based on date of receipt.

Dept: \_\_\_\_\_

For Office Use ONLY

**DO NOT WRITE IN THIS BOX**

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Date \_\_\_\_\_ Building # \_\_\_\_\_ 3 Digit Unit # \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

### Choose one (1) Category:

Plumbing  Landscape/Sprinklers  Lights  Rodents/Pests  Garages  Other

Request/Suggestion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### Office Use Only Do Not Write Below This Line

REQUEST NO. \_\_\_\_\_

Department Chairperson: \_\_\_\_\_ Checked By: \_\_\_\_\_

Action or Work Performed: \_\_\_\_\_

\_\_\_\_\_

Material or Special Tools Used: \_\_\_\_\_

Work completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Continued from other side: \_\_\_\_\_

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**Work Requests can also be submitted through PMP Gateway.**

## PMP GATEWAY

**Online Resident Portal**

**QUICK, EASY, CONVENIENT**

### With PMP GATEWAY you can:

- Pay Your Assessments
- Open Maintenance Requests
- Access Documents & Forms
- And much more!

1. Log in at [connect.pmpmanage.com](http://connect.pmpmanage.com).
2. Click "**PAYMENTS.**"
3. Select your payment **options.**
4. Explore additional **features:**
  - Communication Preferences
  - Community Updates
  - HOA Documents
  - Submit & View Requests
  - Communicate with Management



**After-Hours Helpline**

**Call:**

**310-694-0600**

**Choose Option 1**

***press the (\*) for a live operator***