

**Key Vista Villas Homeowners Association, Inc.
Trouble/Service Complaint Form (TSC)**

To submit a completed TSC:

1. **Submit an eForm** on the Villas HOA website under **eForms**.
www.mykeyvista.com/villas.htm (the form will be sent to **Donna Garrett** at RPM).
2. **Fax** a TSC to RPM at (727)796-5011 **c/o Donna Garrett**
3. **Email** Donna Garrett at RPM dgarrett@resourcepropertymgmt.com
4. **For Property Damage and Sprinkler-Irrigation problems Call**, Resource Property Management (RPM) at (727)796-5900 Ext 2115 for **Donna Garrett**, then follow up with either 1, 2, or 3 above to ensure you receive electronic follow-up

Provide the following information:

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE #: _____ CELL: _____ EMAIL: _____

To ensure your problem is directed to the correct committee, please check the appropriate area.

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|---|--|
| <input type="checkbox"/> Clubhouse/Pool/Spa/Deck issues | <input type="checkbox"/> <i>Covenants/By-Laws complaints**</i> |
| <input type="checkbox"/> DRB Manual complaints | <input type="checkbox"/> Lawn/fertilization/maintenance problems |
| <input type="checkbox"/> Property Damage* | <input type="checkbox"/> Sprinkler-Irrigation Problems* |
| <input type="checkbox"/> Villa's Gates | <input type="checkbox"/> Other |

* Irrigation or Property Damage issues are to be phoned into RPM in addition to completing the TSC form.

** *Covenants/By-Laws complaints. You can also put this completed form in the secure white mail box located in the Villas Clubhouse on the RIGHT as you enter the front door. Only RPM personnel have access to this mail box.*

Describe in detail type of trouble/service/complaint: _____

Homeowner Signature: _____ **Date:** _____