

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

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(for VEHOA use)

**VEHOA Mailbox Maintenance Record**

(To be completed by individual who completes the work)

**Cost:** (materials and labor): \_\_\_\_\_

**VEHOA Representative's Approval:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Description** of work completed and material used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Return to VEHOA mailbox Maintenance Records)