

Date: _____ Address: _____ City: _____ Zip _____



MAINTENANCE REQUEST FORM

FOR NON-EMERGENCY ITEMS ONLY. IF YOU HAVE AN EMERGENCY, PLEASE CALL THE OFFICE IMMEDIATELY (916) 786-7545.

PLEASE PRINT CLEARLY, FILL OUT THIS FORM COMPLETELY AND SIGN BELOW. When done, you may FAX to (916) 774-0302 or MAIL to 8775 Sierra College Blvd. Suite 200 Roseville CA 95661.

TENANT NAME: _____ PHONE # 1: _____ Alt #: _____

MAINTENANCE REQUESTED: _____

REPAIR APPOINTMENTS ARE MADE DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY. Tenant understands that if repairs are necessary because of an act beyond normal use made by either the tenant or a tenant's guest/invitee, the tenant shall be responsible for all costs of repairs and for the initial service call.

PLEASE CHECK ONE:

- Repairman may enter dwelling if I am not home
- Please call me to make an appointment

If repairs are exterior, may repairman enter the yard without an appointment? Yes No, make an appointment

TENANT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

Pre authorized spending limit: \$ _____ Owner contractor _____ Home warranty

Home warranty company: _____ Policy # _____ Phone: _____

OWNER NAME: _____ PHONE: _____ Alt #: _____

VENDER NAME: _____ PHONE: _____

NAME: _____ DATE: _____ TIME: _____ Callers Int. _____

Notes: _____

REQUEST COMPLETED: _____ BY: _____ INVOICE# _____