

MAINTENANCE REQUEST FORM

Please complete the maintenance request form and return it to us via fax (415) 550-8929 or via mail as soon as possible.

Tenant Name(s): _____

Address: _____ Unit # _____

Contact Phone #: _____

I have a maintenance problem that needs correcting.
Would you please schedule maintenance to make the following repairs:

Is it OK for maintenance workers to enter your unit?

ENTRY: YES _____

ENTRY: NO _____

If you check NO; we will contact you to schedule an appointment.

By signing and returning this request you acknowledge that submission of this request represents your acknowledgement of our written notice to you of our intent to enter your apartment to complete the necessary repairs.

Tenant Signature

Date