

MAINTENANCE REQUEST FORM

Every effort has been made to assure that your apartment, its appliances and fixtures are in good condition and repairs were completed at the time of your move-in. However, from time to time, conditions will arise which require maintenance and repairs during the course of your tenancy. When the need for maintenance or repair arises, we ask that you complete this form and return it to the Property Manager.

FOR EMERGENCY REPAIRS OR IMMEDIATE ASSISTANCE PLEASE CALL OUR MAINTENANCE LINE 714 982-7621

PROPERTY INFORMATION

Tenant Name:

Property Address:

MAINTENANCE REQUEST

Please describe in detail the nature of your maintenance request:

Permission to Enter: Yes No

The above maintenance has been repaired

Work performed satisfactory:

Tenant Signature:

Date:

Work completed by:

Date