

*www.DoubleHeart.org*  
**MAINTENANCE/REPAIR COMPLETION RECEIPT**  
**Post Office Box 3462, Shell Beach, CA 93448**

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Resident's name: \_\_\_\_\_

Date: \_\_\_\_\_

2625 Solano Rd. Unit #

Shell Beach, CA 93449

**(Following to be completed by repairperson)**

I, \_\_\_\_\_ hereby performed the following repairs in a workman-like manner at the above-mentioned address. I have also listed under each repair what I believe to be the cause of the needed repair, and checked if in my judgment the problem was caused by the resident's action or negligence (as opposed to normal wear and tear).

Repair 1: \_\_\_\_\_ Cause: \_\_\_\_\_

Was cause of the problem tenant related? Yes or No      \_\_\_ Partially      \_\_\_ not sure

Based on what finding? \_\_\_\_\_

Repair 2: \_\_\_\_\_ Cause: \_\_\_\_\_

Was cause of the problem tenant related? Yes or No      \_\_\_ Partially      \_\_\_ not sure

Based on what finding? \_\_\_\_\_

Both signatures below are required as acknowledgment of satisfactory completion of said repairs and full understanding of all terms of this receipt.

Repair Person: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Owner reserves the right to bill resident(s) for any repairs that were a result of their negligence or were beyond normal wear and tear. Any unpaid repair bills will be treated as unpaid rent.**

**(Repair Completion Billing — Following to be completed by the management)**

Per the terms of the repair completion receipt, you are hereby being billed for the following repairs:

1) \_\_\_\_\_ \$ \_\_\_\_\_      2) \_\_\_\_\_ \$ \_\_\_\_\_

The above charges include both labor & materials. Please remit the total of \$ \_\_\_\_\_ to the following address: P.O. Box 3462, Shell Beach, CA 93448, within 10 days of the date below, which will be considered as additional rent due. If you have any questions, please feel free to call. Note: Failure to comply with this request for payment can result in termination of your agreement.

Thank you for your cooperation.

Rental Owner/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_