

MAINTENANCE/REPAIR REQUEST

P.O. Box 3462, Shell Beach, CA 93448

Phone: 805/610-3949 or Fax: 773-4663

Follow these three (3) Steps:

- 1 - Fill out the top half of this form — (Completely) (Emergencies Contractors)
2 - Call us: Mon to Thu (10 am till 4 pm) — Not Wk-ends or Holidays (See Web Site Under: FYI)
3 - Then US mail, scan e-mail, fax or drop-off this form to us immediately; for your confirmation.

Today's Date: Time:

Tenant (s):

Address:

Phone: 2nd Phone:

Problem (be specific):

How long in this condition or problem?

Time & day we can come by to inspect?

Can we enter if you're not there/home?

As per Rental Agreement; any maintenance or repairs caused by tenant(s) is your responsibility. Tenants can not use any portion of money spent; towards rent for expenses incurred by resident(s). i.e.: Blocked pipes from foreign objects listed on web site FYI "What Not To Put Down Your Drains"

Do Not Write Below This Line

Office Use Only

Date Received: By:

Action Taken:

Date Completed: By:

What Was Done:

Call Time: Travel Time: Planning Time: Repair Time:

Materials: \$ Other Costs: \$ Labor Costs: \$

Total Cost: \$