

Maintenance/Repair Request

Follow these three (3) Steps:

*See Website: Under (Tenant-Help) for Emergency Contractors

1st — Fill out the Top-half of this form (Completely) before texting or calling.

2nd — Immediately scan, e-mail, fax and/or use USPS mail this form; to us for your confirmation.

3rd — Then call: **Mon to Thu** (10am till 4pm) Not on Wk-ends, Holidays or After-hours for Service.

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? _____

Please sign or Initial: _____

As per Rental Agreement; any maintenance or repairs caused by tenant(s) is their responsibility. Tenants can not use any portion of money spent; towards rent for expenses incurred by resident(s). i.e.: Blocked plumbing from foreign objects as per web site "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: _____ Planning Time: _____ Travel Time: _____ Repair Time: _____

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

Total Cost: \$ _____



Maintenance/Repair Completion — Receipt

Tenant(s) Name(s): _____ Date: _____

Address & Unit #: _____

City, State, & ZIP: Shell Beach, CA 93449

(Following to be completed by Repair-person)

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

Repair 1: _____ Cause: _____

Was cause of the problem tenant related: Yes or No Partially not sure

Based on what finding? _____

The above work has been completed to local requirements & standards on the date stated above: Yes or No

Repair 2: _____ Cause: _____

Was cause of the problem tenant related: Yes or No Partially not sure

Based on what finding? _____

The above work has been completed to local requirements & standards on the date stated above: Yes or No

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 (Tenant): _____ Date: _____

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

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

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

1) _____ \$ _____ 2) _____ \$ _____

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

Thank you for your cooperation.

Rental Owner/Management Signature: _____ Date: _____

