

Maintenance Request Form

The following form is intended to be used by tenants when they feel specific maintenance is required for their unit.

Tenants should be given 24 hours notice of when the maintenance worker will enter their unit. If it is an emergency repair requiring immediate attention, all efforts should be taken to give the tenant as much notice as possible.

Tenant's Name: _____

Street: _____ Unit Number: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Please describe the problem, including the location inside the unit. If the problem is with an appliance, please provide the make and model number (make & model is printed somewhere on the appliance).

Please indicate if there are any pets in the apartment, or anything else the maintenance worker should be aware of when entering the unit (i.e. pets, alarm).

May we use our key to enter the unit? (Yes or No): _____

Are there any dates or times when it would be inconvenient for the maintenance worker to enter your unit? Please explain:

Submission of this signed request represents your acknowledgement of our written notice to you of our intent to enter your unit to complete the necessary repairs (subject to your access instructions above). This notice will constitute the required notification to enter your unit and the signing of this form by one tenant of the unit implies the consent of all tenants of the unit.

Tenant Signature: _____ Date: _____

FAX COMPLETED FORM TO: (805) 966-9751 Or mail to: 711 N Voluntario St, Santa Barbara, CA 93103

Also, please follow up with a phone call during normal business hours (805)-253-2734.