

# MAINTENANCE REQUEST

FILL OUT & DROP IN LOBBY DROPBOX

NAME:

DATE:

CELL/TEXT:

APARTMENT:

EMERGENCY? ☐ YES\*\* ☐ NO

\*\*IF YES, MUST ALSO TEXT  
TRAVIS HOLDERNESS 805-903-2224

*Non-emergency maintenance will be performed during normal business hours,  
Monday - Friday 9am-5pm.*

CATEGORY:

- |  |   |
|--|---|
| <input type="checkbox"/> PLUMBING                | <input type="checkbox"/> DOORS/WINDOW     |
| <input type="checkbox"/> ELECTRICAL              | <input type="checkbox"/> KEYS/LOCKOUT/FOB |
| <input type="checkbox"/> HVAC                    | <input type="checkbox"/> PEST CONTROL     |
| <input type="checkbox"/> APPLIANCES              | <input type="checkbox"/> LIGHTBULBS       |
| <input type="checkbox"/> CEILING FAN             | <input type="checkbox"/> LAUNDRY          |
| <input type="checkbox"/> OTHER (please explain): |   |

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PERMISSION FOR LANDLORD TO ENTER: ☐ YES ☐ NO\*\*

\*\*IF NO, SUGGESTED TIME & DATE: \_\_\_\_\_

SIGNATURE:

DATE:

FOR OFFICE USE ONLY

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