

## Maintenance/Service Request

**Resident(s) Name:** \_\_\_\_\_

**Resident(s) Address:** \_\_\_\_\_ **Apt # Number:** \_\_\_\_\_

**Date of Request:** \_\_\_\_/\_\_\_\_/\_\_\_\_

For third-party criminal activity and emergency situations that threaten your physical wellbeing and/or property and require immediate attention, please call 9-1-1 or the local police department non-emergency line 619-531-2000, as appropriate.

**Work Location:** \_\_\_\_\_

**Description of work/repair requested:** \_\_\_\_\_ Remember to include relevant photos/videos

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Priority level [*check applicable box*]:  High Priority       Routine

High Priority = Safety issues or other hazards including plumbing and electrical issues. Response time = 1-2 business days

Permission to Enter [*check applicable box*]: \_\_\_\_\_

Routine = All other issues which don't require immediate attention. Response time = 2-4 business days

<input type="checkbox"/>	Yes we allow permission to enter at any time during business hours.
<input type="checkbox"/>	No, please call to schedule an appointment (    ) _____ - _____ (may cause delay)
<input type="checkbox"/>	Special notification [i.e. pets, etc.]

**Resident:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Resident:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Priority Assigned:  Urgent       Routine Work Assigned To: \_\_\_\_\_

**Comments/Parts Used:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Work Completed:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Number of Days to Complete:** \_\_\_\_\_