

Alliance Property Management
WRITTEN MAINTENANCE REQUEST FORM

Please complete this form and return it to us via facsimile (707-527-1255), mail, or drop it by the office in person. Emergencies must be reported by telephone and followed up with a written request. After hours emergencies may be reported by calling the emergency line at 707-328-6020.

Resident Name(s): _____

Unit Address: _____

Resident Phone #: _____ Cell Work Home

Other Phone #: _____ Cell Work Home

Fax # (if applicable): _____

E-mail Address: _____

Please describe the problem, including the specific location in the unit or building:

Note: If the problem is with an appliance, please include the make and model number. This information is typically found on the appliance, often on the edge of the door or the back of the unit.

Do you have any pets, or other concerns we need to be aware of when entering your unit:

May we use our keys to access your unit to make the repairs? NO* YES

*Please note: If the answer above is "NO" then you must understand that you will have to be available to provide the contractor access and that the specific appointments generally require a two to three hour time window. Any missed or "No Show" appointments made by the tenant will result in any and all fees to be the responsibility of the tenant.

Submission of this request represents your acknowledgment of our written notice to you of our intent to enter your apartment to complete the necessary repairs (subject to your access instructions on the form). Depending upon your instructions, we will contact you with a more specific date and time, but this notice meets our requirement to notify you, in writing, of our intent to enter your unit.

Resident Signature

_____ **Date:** _____