

Having issues? Refer to our [Top Maintenance Troubleshooting](#) sheet (on our website) before scheduling a service call.

All fields marked with * are required to submit form

Full name: _____ *

Phone Number: _____ *

Cell Phone Number: _____ *

Email: _____ *

Full Address (Include City): _____ *

A \$50 fee will be assessed if any of the following occur: (EFFECTIVE SEPTEMBER 1,2017)

- Any tenant, who makes an appointment, but fails to be at the property during the scheduled time.
- There is a non-kenneled or unconstrained dog.
- There is an underage child (17 or under) unattended at the property.

If the maintenance request is to fix something that was due to tenant damage or responsibility, the tenant will be charged. If you have questions on what is tenant responsibility, please visit our website or call us at 619-575-6200 X 204.

Do you own cats and/or dogs? **Circle Cats / Dogs**

For the safety of our maintenance technicians, be sure that your dog(s) is restricted to an area away from the technician during the time of scheduled repair.

Notes: _____

Print Name

Signature

Date