

## MAINTENANCE AND REPAIR REQUEST

Emergency requests should be called into the office at (805) 968-3508 during regular business hours, Monday through Friday, between 9:00 am and 4:00 pm. *If you have an emergency after regular business hours you may call (805) 968-3116 or (805) 964-6109.*

*Form must be signed, completed, and faxed to (805) 685-6999 or delivered to our office.*

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ APT # \_\_\_\_\_

RESIDENT'S NAME: \_\_\_\_\_

RESIDENT'S PHONE NUMBER: \_\_\_\_\_

REQUEST(S): \_\_\_\_\_

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\*I authorize Embarcadero Company to use their key to gain access to my rental unit to carry out this maintenance request. *(Signature required)*

\_\_\_\_\_  
Resident