

TENANT MAINTENANCE/REPAIR REQUEST

HOW TO SUBMIT A REPAIR REQUEST

1. Call **(805) 323-4100**, and leave a message detailing the maintenance request, including your name, community name, unit number and phone number.
2. Mail, e-mail, fax or hand-deliver a copy of this request form to:
Reed, Anderson, & Oliver
411 E, Canon Perdido St. Ste 15
Santa Barbara, CA 93101

EMAIL:
mgmt@ReedAndersonOliver.com

Tenant Name:		Community Name:	
Address:			
Home Phone #:		Work Phone #:	

DESCRIBE THE ISSUE IN NEED OF MAINTENANCE OR REPAIR:

HOW DID THE ISSUE OCCUR?

I authorize an agent/maintenance worker to enter my unit with a maintenance key in my absence: YES NO

Tenant Signature:		Date:

Maintenance/repair completed by:	Date:	Time:

By signing below, I certify that the above referenced repairs have been completed in a satisfactory manner.

Tenant Signature:	Date: