

This Section For Office Use Only:

Building	Unit	Date

MAINTENANCE REQUEST FORM

- 1)** Save this PDF form to your device. **2)** Fill out the form with your information and resave it.
3) Attach the saved and completed form to an email and send it here: paulo@jras.com.

- All maintenance request forms must be submitted using this PDF maintenance request form. If an emergency is called in, it needs to be followed up with this form.
- If you are experiencing a power outage, please call the PG&E Customer Service Line at 1-800-743-5000.
- If you smell natural gas, call PG&E at 1-800-743-5000 and leave the area immediately.
- If you have another emergency, call 9-1-1. (examples of other emergencies include fire or flood)

Resident's Name On Lease

Street Address Of The Building	Unit Number	City	State	Zip Code
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Primary Phone Number	Secondary Phone Number	Email Address
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Describe Your Request - (Descriptions that extend outside of this electronic form will scroll and are still visible for us to read.)

Schedule:	By Appointment: 9am - 12pm	Maintenance requests By Appointment Only require at least 48 hours to schedule. Availability is between either 9am – 12noon or 1pm – 5pm.
Anytime	By Appointment: 1pm - 5pm	

- If you are going to be home during inspection or maintenance and have pets they must be on a leash. If you are not going to be home pets need to be in a crate or removed from unit.
- I understand that in submitting this maintenance request, I am giving the landlord, agents and/or tradesperson permission to enter my apartment as necessary to inspect the work requested above and complete the work as may be required if the landlord and/or agents deem it necessary.

Signed (your name):

Today's Date

Time

This Section For Office Use Only:

Received by: (Print Name) _____ Date: _____ Time: _____

E-mailed () Faxed () Dropped Off ()

Work Completed By: _____ Date: _____

Charge Cost To Tenant: Yes () Amount: \$ _____ No () Checked Smoke Detector ()

Reason for charge: _____

Comments: _____

Resident Manager Approval: _____ E-mailed () Faxed () Dropped Off ()