



Service Request/Work Order

Instructions: Print out this form and submit via fax or mail.

DATE: _____

TENANT: _____

PROPERTY: _____

CONTACT: _____ **PHONE:** _____

EMAIL:

SERVICE REQUESTED:

_____ **Plumbing** _____ **Roof** _____ **Appliance Repair**
_____ **Exterior** _____ **HVAC** _____ **Other (note description below):**

DESCRIPTION: _____

PERMISSION TO ENTER PREMISES (If applicable – circle one): Yes No

PREFERRED DATE/TIME FOR ENTERING PREMISES: _____

**FOR AFTER-HOURS EMERGENCY ONLY:
PLEASE CONTACT 858-751-6300 OR 858-967-7132.**

Commercial Tenants: By submitting request you understand that any work not “Landlord’s” responsibility will be billed back to “Tenant”.

Associations: Submit requests only for Association repairs. Not intended for individual condo repairs.

Print out this form and fax it 858-874-0563, or please call 858-751-6300.