



10636 Scripps Summit Court  
 Suite 101, San Diego, CA 92131  
 Office: 858.271.8841 Fax: 858.271.8863  
 www.ChasePacific.com

**MAINTENANCE  
 REQUEST**

DATE:

**FAX COMPLETED REQUEST TO 858-271-8863**

<b>Property Address:</b> (Include unit number and zip code)	
<b>Person to contact for access to unit:</b>	
<b>Phone numbers and email address:</b>	CELL: _____ HOME: _____ WORK: _____ EMAIL: _____
<b>Repair or Maintenance Requested:</b>	Describe repair in detail and give brand and model if appliances need repair.

DOES THE VENDOR HAVE PERMISSION TO ENTER THE PROPERTY WITHOUT TENANT PRESENT? YES  NO   
 WHAT IS THE LOCATION OF THE ACCESS KEY FOR THE VENDOR TO GAIN ACCESS TO YOUR RESIDENCE?

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Is this a tenant caused problem? If so, tenant should be prepared to pay the contractor when the work is completed.
When did the problem start?
Do you consider this an emergency? If so, please call the Chase Pacific emergency number at 858-922-3722
Has the tenant attempted to repair the problem? If yes, describe the action taken.

**TO BE COMPLETED BY CHASE PACIFIC STAFF:**

Owner Notified? Comments:	
Vendor Contacted:	
Costs:	
Results:	

WORK COMPLETED/APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Signature of Tenant or Property Manager)