**Maintenance Request Form**

**(24 Hour Emergency Line #760-908-2126) *AFTER HOURS* for EMERGENCIES ONLY!!**

All Non Emergencies requests are to be itemized on this form and sent to MaintenanceAdvantage. RESIDENT NAME: DATE: ADDRESS: APT #:

CITY: ZIP: GATE CODE: CELL PHONE: HOME PHONE:

WORK PHONE: FAX NUMBER:

E-MAIL:

MAY MAINTENANCE ENTER WITHOUT YOU BEING THERE? YES / NO

Maintenance Requested: (Please Identify where maintenance request is needed)

BATHROOM /KITCHEN /LIVING ROOM /DINING ROOM /BEDROOM APARTMENT / CONDO/ S.F.HOME STUDIO / 1X1 / 2X1 / 2X2 / 3x2/ 4+

Our Maintenance hours are Monday through Friday 9am to 5pm.

Note: Residents are responsible after 30 days of tenancy for all repairs caused by resident’s negligence.

**Refer all your EMERGENCY maintenance calls to your property manager during office hours.**