

# Complaint(s) and or Request for Repairs:

Property Address: \_\_\_\_\_

Please explain Problem(s) and for how long it's been occurring: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the best day(s) and time(s) for us to schedule the repairs?

\_\_\_\_\_  
\_\_\_\_\_

Is it OK to let the repair person(s) in to make the repairs if you're not at home?

Yes: \_\_\_\_\_, No: \_\_\_\_\_.

Will there be pet(s) on the property? \_\_\_\_\_. Inside? \_\_\_\_\_. Caged? \_\_\_\_\_.

Please explain and give any special instructions: \_\_\_\_\_

\_\_\_\_\_.

\_\_\_\_\_.

Name: \_\_\_\_\_ Best Contact Phone #: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please Email or Fax this form to: EricLMarsh@aol.com or (831) 658-0151

**IN CASE OF AN EMERGENCIES: Call Eric Marsh, Property Manager**

**At: (831) 655-4708 or (530) 899-8153**