

Lingsch Realty

MAINTENANCE SERVICE REQUEST

(ONLY RECOGNIZED RESIDENTS WILL HAVE THEIR SERVICE REQUESTS HONORED)

Tenant Name: _____ Date: _____

Property Address: _____ Unit #: _____

Home Telephone: _____

Work Telephone: _____

Service Requested: Please be as specific as possible and include the location.

PERMISSION TO ENTER:

- By signing below, I am authorizing work to be done WITHOUT being present
- By signing below, I am stating that I MUST BE PRESENT for the work to be completed.
- By signing below, I am stating that an appointment must be made in advance of the work being completed.

PETS AT PROPERTY? _____

NOTE:

- Tenants may be assessed a \$40.00 trip charge if multiple service requests for service that could have been performed at the first visit are received within a 30-day period.
 - It is your responsibility to make arrangements with repairmen to have them gain entry to your home. Please remember that you will be billed for any missed appointments.
 - Please submit this form to Lingsch Realty by mail or fax.
3232 Mission Street
San Francisco, CA 94110
Fax: (415) 648-3377
- In case of emergency, please call (415) 648-1516 or (650) 303-9520.

Tenant's Signature
(Only a signed request will be honored)

Date