

CARDINALLI PROPERTY MANAGEMENT

ADDENDUM #F

MAINTENANCE INSTRUCTIONS AND REQUEST FORM

Non-Emergency Repairs: mail/fax or email this Maintenance Request form. Please fill in all blanks. It is also available online at CardinalliRealty.com

Emergency: emergencies are repairs that will cause immediate property damage or possible life endangerment.

Examples: fire, flood, uncontrollable water, sewer or septic back up, electrical problem endangering life, smell of gas, unable to lock or secure house, or roof damage. Examples of non-emergencies: Non functioning appliances or hot water heater, plugged toilet or sink (tenant responsibility), dripping faucet, running toilet, garage door broken, being locked out of the house.

If you have a true emergency, please call (831) 375-0984.

Other numbers to call:

Fire / Break in:

911

Gas or electrical / PG&E:

1-800-743-5000

All maintenance requests (other than emergencies) must be submitted in writing on this form. Mail, fax or email attachments are acceptable. If approved, your request will be assigned to a repair vendor. That vendor will call you within one week to schedule the repair. Scheduled hours are 8:00 am to 4:30 pm. You may make arrangements to leave a key for the vendor, or if you must be present for the work to be done, the vendor will give you a four-hour time frame for the repair. Be aware that there will be a \$50.00 fee if no one is at home for the appointment. Also, pets must be restrained during the time of the maintenance and if you have not heard from the vendor within one week, please call the office.

Your Name: _____

Date: _____

Address: _____

Best time to call: _____

Home / Cell Phone: _____

Work Phone: _____

Tenant signature: _____

Repair(s) requested: please be as specific as possible.

To schedule repairs call our office at (831)375-0984 or fax (831)375-0905 or email Info@CardinalliRealty.com