

CARDINALLI PROPERTY MANAGEMENT
MAINTENANCE INSTRUCTIONS AND REQUEST FORM

Non-Emergency Repairs: mail/fax or email this Maintenance Request form. Please fill in all blanks. This form is also available online at www.CardinalliRealty.com under the Tenant Services tab.

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, dripping faucet, running toilet, garage door broken or being locked out of the house.

If you have a life threatening emergency, call.

<i>Fire / Break in:</i>	<i>911</i>
<i>Gas or electrical / PG&E:</i>	<i>1-800-743-5000</i>

For a Maintenance Emergency call: (831) 375-0984

All maintenance requests (including emergencies, after calling in) must be submitted in writing on this form. Mail, fax or email attachments are acceptable. Regular repair scheduling hours are 8:00 am to 4:30 pm, Monday-Friday. Any non-emergency repairs scheduled out of this time frame may be subject to overtime charges which tenant will be responsible for. 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 may 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. If you have not heard from the vendor within one week, please contact the office.

Your Name: _____ Date: _____

Email: _____

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