

MAINTENANCE REQUEST FORM

The Otis Apartments
1284 Havenhurst Drive
West Hollywood, CA 90046

Date: _____

Tenant Name and Unit #: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Problem: _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence.

Resident Signature

Do you have any pets in the unit? Circle: YES NO

Are there any special considerations that need to be made to enter your unit with regards to the pet? (i.e. will dog attack?)

If you do not authorize entry into your unit, please note, repairs may take longer to coordinate. Please list three days and times below that you are available for us to make the repair:

#1 day/time: _____

#2 day/time: _____

#3 day/time: _____

All requests must be made in writing and put in the request box located in the lobby. We will send you a confirmation/schedule receipt within 7days, if you do not receive this receipt, please call us at (323) 654-4703. Please note, we will get to all requested repairs within 30days of initial request, hopefully much faster! For emergency repairs only, please call the following numbers: Elizabeth's cell (310) 597-2136 or Chris's cell (805) 798-2436. These numbers are for emergencies only, please!