

RESIDENT SERVICE AND REPAIR REQUEST

Date: _____

Address: _____

Resident's Name: _____

Phone (Home): _____ Phone (Work): _____

Request: _____

Comments (including best time to make repairs): _____

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

Resident

Please fax request to 213-748-3451 or email to rentals@nuproperties.com

FOR MANAGEMENT USE ONLY

Date Received: _____ Received By: _____

Date work ordered: _____ Vendor: _____

Work Done: _____

Date Completed: _____

Unable to complete because: _____

Comments: _____

Dated

Manager