



DATE: _____

LOCATION: _____

APT. # _____

MAINTENANCE REQUEST AND WORK ORDER

PERMISSION TO ENTER UNIT:

ANY TIME

REQUEST:

BY APPOINTMENT, OCCUPANT PRESENT

(DATE) _____ (TIME) _____

TELEPHONE NO _____

DATE ENTERED _____ TIME _____

TIME DEPARTED _____

JOB STATUS:

WILL RETURN TO COMPLETE

WORK DONE AND MATERIALS USED:

MAINTENANCE PERFORMED BY:

COST OF REPAIR:

TOTAL HOURS: _____

COST OF LABOR: _____

Mosser Companies

308 Jessie Street
San Francisco, CA 94103

Telephone 415.284.9000
Fax. 415.284.9020

www.mosserco.com



COST OF MATERIAL: _____

TOTAL REPAIR COST: _____

AUTHORIZED BY: _____

May we use our keys to access your unit to make repairs? Yes No

Please note: if the answer above is "No" then you must understand that you will have to be available to provide access and that specific appointments generally require a two to three hour window of time.

By signing and returning this request you acknowledge that submission of this request represents your acknowledgement of owner's written notice to you of owner's intent to enter your apartment to complete the necessary repairs (subject to your access instructions). Depending upon your instructions, we will contact you with a more specific date and time, but this notice meets our requirement to notify you, in writing, of our intent to enter your unit.

Resident signature (Required)

Date

(Note: The signing by one resident, in a multiple-resident tenancy, will imply the consent of all residents.)

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