



NON-EMERGENCY MAINTENANCE REQUEST

(All maintenance requests must be in writing)

Office #

Name: _____

Work

phone: _____

Address: _____

Home phone: _____

Cell phone: _____

Best time to contact

you: _____

Specify all existing problems

Plumbing

Where is the problem? Bathroom Kitchen Garage Bedroom Hallway

What is the problem? (be descriptive) _____

How long has this been happening? _____

Where is it leaking? _____

Is it constant or only sometimes? _____

How much is it leaking? Cupful a day Bucket full a day Several gallons a day

Garbage Disposals

What is the problem? _____

NOTE: Have you tried removing all debris and pushing the "re-set" button on the disposal? The re-set button is located directly on the bottom or on the backside of the disposal.

Heating

What type of heater? Wall Floor Central system

Is your heater gas or electric? Gas Electric

How long has this been happening? _____

What did PG&E do to your heater? _____

NOTE: you must contact PG&E and have them service the heater before contacting Aapex.

Pests/Rodents

What kind of pest? _____

How long have you had the problem? _____

Have you tried any sprays, bombs or traps? _____

How long have you tried the spray, bombs or traps? _____

NOTE: Tenants are required to take initial steps to rid themselves of pests & take preventative steps to keep them from returning.

Appliances

What type of appliance? _____

If this is a problem with the stove, is it GAS or ELECTRIC?

Is the problem with the OVEN or the RANGE?

Where is the problem? _____

How long has this been happening? _____

SEE REVERSE SIDE FOR MORE OPTIONS

Roof

Where is the water coming into your unit? _____

How long has it been leaking? _____

Are there water stains where the leak is? _____

Electrical

What is the problem?

Where is the problem?

How long has this been happening?

NOTE: If Aapex finds that the problem was due to a breaker or fuse, you will be charged for the service call.

Other Problems

Habitability Acknowledgement: The law requires that your rental unit be maintained in a habitable condition. With your signature, you affirm that your rental unit is habitable and fit for occupancy, except as indicated in this form.

___ I give Aapex permission to enter my unit to make needed repairs without my being present. (If not initialed, workmen will not enter your unit unless and adult, over the age of 18, is at home.)

___ I understand that unless I have given Aapex permission to enter without my being present, someone over the age of 18 must be home at the time of the appointment. **If no one over the age of 18 is home when the workmen arrive, I will be charged \$75.00 for a missed appointment.**

___ I understand that if there are any items that are in the way of the repair space I will be charged a minimum of \$75.00.

___ I understand that if the problem was caused by me, my family, friends, or guests I will be charged for the service call and repairs.

DATED: _____

Tenant Signature

Send or deliver to Aapex Maintenance, 22693 Hesperian Blvd. # 100, Hayward, CA 94541 or fax to 510-293-3569.

OFFICE USE ONLY

WO# _____ Notforgotltr _____ Finalltr _____

Owner notified _____ Owner Follow up _____ Owner response _____

Proposal sent _____ Proposal Follow up _____ Deniedltr _____