

Maintenance Request Form

Request should be faxed, mailed or hand-delivered to your Manager or to
South Coast Commercial, Inc. 4690 Mission Blvd San Diego C92109
Phone 858-779-1000 Fax 1-866-861-7803

Resident's Name: _____	Date: _____
Address _____	Apt# _____ City _____
Home Phone _____	Work Phone _____
Cell Phone _____	Email _____
Manager's Name: _____	

Maintenance Requested (describe trouble and special instructions)

AUTHORIZATION: Owner/Agent/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given to the contrary.
_____ If verbal, taken by: _____ Date: _____
Signature of Resident(s)

For Office Use Only

Work Completed By: _____	Date: _____
Action Taken: _____	
Charge Cost to Resident: _____ YES _____ NO	Amount: _____
Reason to Charge: _____	
Property Manager: _____	Date: _____