

# Maintenance/Repair Request

## Instructions

If you have an emergency repair please call our office immediately. (559) 684-9094

If you have an emergency repair after regular business hours please call us at (559) 759-3134. Please leave your name and phone number so we can return your call with a detailed message as to your emergency.

Maintenance requests may be brought in to our office.

Maintenance requests may be faxed to (559) 684-9096. Please call to verify that fax was received by our office. Our office number is (559) 684-9094.

Maintenance requests can be emailed to [Lorna@tularecountyrentals.com](mailto:Lorna@tularecountyrentals.com). Please call to verify that e-mail was received. Our office number is (559) 684-9094.

Maintenance requests may be called in to our office at (559) 684-9094.

Please do NOT mail a Maintenance request to our address. Please use one of the above methods of notification. Thank you for your understanding.

Please be aware that an emergency request is automatically deemed as permission to enter the premises to make the repairs. If you prefer to be present please let us know. If you have pets that will need to be attended or restrained you are responsible to let us know.

Examples of emergency repairs are:

1. No heat if outside temperature is expected to be below 50°
2. No air conditioning or cooler if temperature is expected to be above 90°
3. Flooding or broken pipes
4. Live exposed or smoking electrical wires
5. Sewage backing up into house or yard
6. Leaking roof
7. Any other condition that threatens health or safety.

# Maintenance/Repair Request

Today's Date \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, CA \_\_\_\_\_

Home Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Repair

Request \_\_\_\_\_

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