



# SPECTRA ASSOCIATES

REAL ESTATE SERVICES / PROPERTY MANAGEMENT

## Maintenance Request Form

### PROPERTY INFORMATION

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

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MAINTENANCE REQUEST

Please describe in detail the nature of your maintenance request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permission to enter?  Yes  No If NO, best time: \_\_\_\_\_

If Yes, I understand that an approved vendor may enter the premises in my absence in order to investigate this request (if key available) and make any needed repairs, provided I am given at least 24 hours' notice except in an emergency.

Please contact me at: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ to confirm OR to schedule an appointment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this form to: Spectra Associates, Inc.

2534 Honolulu Ave. Montrose, CA 91020

Email to: maintenance@spectrarem.com

Fax to: 818-484-2046

**\*ATTENTION\***: Recurring repairs and damages caused by tenant may be subject to tenant charges!  
All Repairs are required to be reported to Management.