

Westgate Real Estate

Property Management - Written Maintenance Request Form

All emergencies must be reported by telephone to our direct office line at 707-762-1565 and followed up with a written request.

Resident Name(s): _____

Address: _____

Resident Phone #: _____ Cell___ Work___ Home___

Other Phone #: _____ Cell___ Work___ Home___

E-mail Address: _____

Please describe the problem, including the specific location on the property:

Do you have any pets or other concerns we need to be aware of when entering your unit:

The vendor will contact you directly to set up an appointment. If you would like us to be present for the repairs, may we use our keys to enter your property? NO _____ YES _____

By signing this request you acknowledge and accept this form as our written notification to enter your property to make the necessary repairs. We will contact you with a more specific date and time.

Resident Signature: _____ **Date:** _____

Please complete this form and return it to us via email at propertymanagement@westgaterealestate.com, mail, or drop it by the office in person. There is a night slot on the door for your convenience.