

BACKUS PROPERTIES

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All maintenance requests (other than emergencies) must be submitted in writing on this form. Mail, fax or email attachments are acceptable. If approved, your request will be assigned to a repair vendor. That vendor will call you within three working days to schedule the repair. Scheduled hours are 9:00 to 4:30, Monday through Friday. You may make arrangements to leave a key for the vendor, or if you must be present for the work to be done, the vendor will give you a four-hour time frame for the repair. There is a \$50.00 fee for any missed appointments.

Date: _____

Address: _____

Name: _____ Home Phone _____

Work Phone _____

Email address: _____

Tenant signature: _____

Repair(s) requested: please be as specific as possible:

Please be advised that:

- **If you have not heard from the vendor within three working days, please call the office.**
- **If you have pets, they must be restrained during the time of the maintenance.**
- **Please send a picture of the repair if appropriate, i.e. model number of stove or what faucet looks like.**