

JU PROPERTY MANAGEMENT
2941 TELEGRAPH AVENUE
BERKELEY, CA 94705
TEL: (510) 204-9922
FAX: (510) 649-9650

MAINTENANCE / REPAIR REQUEST

ADDRESS:_____

TENANT NAME:_____ PHONE #:_____

PROBLEM:_____

GOOD TIME TO DO THE WORK:_____

☐ I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

☐ I or someone will be home when you come to do maintenance.

Tenant Signature

Date

**FOR OFFICE USE ONLY
MAINTENANCE RECORD**

SCHEDULED TIME:_____

COMPLETED BY:_____ DATE:_____

The above maintenance/repairs have been performed satisfactorily.

Tenant Signature

Date

Manager Signature

Date