

MAINTENANCE REQUEST FORM

Attention: NUCP & NUCP Rancho Cordova Rental Properties
Property Management Division

DATE : _____ COMMUNITY : _____

TENANT: _____

ADDRESS: _____ CITY: _____

CELL PHONE : _____ WORK PHONE : _____

E-MAIL ADDRESS (S) : _____

ITEMS REQUESTING SERVICE ON :		
	Please include detailed descriptions	Item Complete (initial)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Permission to enter: YES NO (certain appointments may require tenants presence)

If YES, when (please provide date/time range): _____

If NO, please provide appointment method preferred: _____

Signature(s): _____

For Office Use Only:

Scheduled for: _____ Service Rep Assigned: _____

Hours to complete: _____ Rep. Signature _____