



MAINTENANCE REQUEST FORM

Request should be emailed, faxed, mailed or hand-delivered to our
 Service Coordinator at:
 7840 Ivanhoe Avenue, La Jolla, CA 92037
 Phone: (858) 454-4200 x 123 - Fax: (858) 750-4485
 Email: service@torreypinespm.com

Resident's Name: _____ Date: _____
 Address: _____ Apt #: _____ City: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Email: _____
 Manager's Name: _____

Maintenance Requested (describe trouble and special instructions)

AUTHORIZATION: Owner/Agent/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given to the contrary.

_____ If verbal, taken by: _____ Date: _____
 Signature of Resident(s)

For Office Use Only

Work Completed By: _____ Date: _____
 Action Taken: _____
 Charge Cost to Resident: _____ YES _____ NO Amount: _____
 Reason to Charge: _____ Email: _____
 Property Manager: _____ Date: _____