

RESIDENT'S SERVICE REQUEST (LONG FORM)

<p>1. Resident's name: _____ Time _____ Date _____ Telephone (home) _____ (work or message) _____ Address/unit _____, California</p>
<p>2. SERVICE REQUESTED (describe trouble and special instructions)</p>
<p>3. AUTHORIZATION: Owner/Manager/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given above to the contract.</p> <p style="text-align: center;">_____ If verbal, taken by: _____ Signature of Resident(s)</p>
<p>4. INSTRUCTIONS TO SERVICE PERSONNEL</p>
<p>5. REPORT OF ACTION TAKEN Upon completion, describe problem, work done and material used:</p> <p style="text-align: center;">Time spent completing service request: _____ Date completed: _____</p> <p>We are unable to repair the problem because:</p> <p>Estimated date of completion:</p>
<p>6. Charge cost to resident: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">Reason to charge _____ Amount _____</p>
<p>6. Resident(s) certifies that service request is correct except as follows:</p>

Date

Owner/Agent