



Meridian Management Group

TENANT MAINTENANCE REQUEST

All maintenance requests have to be submitted on this form in writing. If there is an emergency called in, it has to be followed up with this form.

If you are experiencing an outage, please call the PG&E Customer Service Line at 1-800-743-5000. If you smell natural gas, or suspect another emergency situation, leave the area immediately and then call 9-1-1 or PG&E at 1-800-743-5000.

Tenant's Name: _____

Address: _____, _____, _____, _____, _____
Street Apt. City State Zip

Phone Numbers: Cell _____ Home _____ E-mail _____

Request: _____

Please indicate whether you have any pets, or other concerns we need to be aware of (alarms, for example) when entering your unit:

Signed: _____ Date: _____ Time: _____
(Tenant on Lease)

After completing the items above, deliver this notice to the Manager of your building.

FOR MERIDIAN MANAGEMENT GROUP USE ONLY

Received by: _____ *Date:* _____ *Time:* _____

Work Completed By: _____ *Date:* _____

Charge Cost To Tenant: _____ *Yes* _____ *No* _____

Reason to Charge: _____

Action Taken: _____

Comments: _____