



TENANT REQUEST ENGLISH

If you have an emergency **DO NOT USE** This form but call 619 220 4840 ext 259

PLEASE USE BLACK INK ONLY & answer ALL questions in detail

First Name _____ Last Name _____ Date ____ / ____ /200__

Address _____ APT# _____

Phone # (H) () _____ (W) () _____ Cell# () _____

email address _____ @ _____

What is the best time to call you? _____

TYPE OF REQUEST (use a separate form for each type)

ACCOUNTING [] MAINTENANCE [] OTHER []

Office use: VC	WO#	DATE / /	INITIALS
----------------	-----	----------	----------

PROBLEM #1:

Office use: VC	WO#	DATE / /	INITIALS
----------------	-----	----------	----------

PROBLEM #2:

Office use: VC	WO#	DATE / /	INITIALS
----------------	-----	----------	----------

PROBLEM #3:

If A&J have not contacted you about your request within 10days of receipt , please contact

A&J at 619 220 4840 with the following extensions or email addresses

ACCOUNTING EXT 255 money@ajprop.com FAX 888-205-8567

OTHER EXT 250 problem@ajprop.com FAX 619 839-3919

MAINTENANCE EXT 216 fixit@ajprop.com FAX 619-330-4649

If the problem(s) is/are maintenance related can we give out your key to repair person ? [YES] [NO]

Have you requested any of these repairs before? [YES] [NO]

If YES above, when did you request repairs? _____

I agree to pay \$30 minimum rescheduling fee if I miss agreed appointment.

If you are still not satisfied contact the supervisor at EXT 251 or supervisor@ajprop.com

Please keep the copy of this form !

TENANT Signature _____ A&J INITIALS _____