



Meridian Management Group

TENANT MAINTENANCE REQUEST

Tenant's Name: _____

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

Request: _____

Phone Numbers: E-mail _____ Cell _____ Home _____

I understand that in submitting this maintenance request, I am giving the landlord and/or agents permission to enter my apartment as necessary to inspect the work requested above and complete the work as may be required IF the landlord and/or agents deem it necessary.

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

After completing the items above, deliver this notice to the Resident Manager or fax to Meridian Management Group at (415) 782-3833 or mail to 1145 Bush Street, San Francisco, CA 94109

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: _____

