



NON-EMERGENCY

Maintenance & Repair Request Form

WEMANAGE
property management
p: **562.719.2350**
f: **562.719.2250**
www.WeManage.us

Please fill out the fields below completely, and fax to 562.719.2250. Please allow 24 hours for processing.

Name _____

Address _____

Phone Number _____ Mobile Number _____

Best Time to Reach You _____

Email Address _____

I authorize entry into my unit to perform the maintenance or repair requested above, in my absence, unless stated otherwise above.

Resident _____

TYPE OF PROBLEM	ADDITIONAL INFORMATION

Comments (including best time to make repairs) _____

For Office Use Only

Date Received _____ Received By _____

VENDORS CONTACTED	DATE	POA	WORK COMPLETE	INVOICE RECEIVED	PAID	BILLING DATE

Tenant Follow-Up — Date _____ Yes No Additional Work Required

Comments _____

OFFICE SIGNATURE _____

MANAGER APPROVAL _____