

# Hollis Property Management

2930 W. Imperial Hwy. 200-T \* Inglewood, Ca 90303

Phone: 310.571.8595 | Fax: 866.288.2105

## Tenant Maintenance Request Form

Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments (including best time to make repairs): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

above.

\_\_\_\_\_  
Resident

- If your unit requires work that is not normal wear and tear, you will be charged a \$250.00 minimum service fee plus repair that will be due on the 1<sup>st</sup> of the following month. Also, for missed appointments, an additional fee of \$50.00 will be charged.

### FOR MANAGEMENT USE ONLY

Work done: \_\_\_\_\_ Tenant Initial: \_\_\_\_\_

Time spent: \_\_\_\_\_ Hours Date completed: \_\_\_\_\_ 19 \_\_\_\_\_

Unable to complete on \_\_\_\_\_, 19\_\_\_\_\_. because: \_\_\_\_\_

Normal Wear and Tear: Yes [ ] No [ ]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord/Manager

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## **Tenants will be responsible for, but not limited to the following charges:**

- If tenant fails to report necessary repairs
- Service call for a tripped breaker
- Tenant caused plumbing blockages and sewer issues
- For failing to replace battery for a smoke detector or garage door opener
- If tenant, tenants pet, or guests create damages in the home
- Replacing doors, jams, broken glass or a window without providing a police report
- Damage to walls, carpet and floors caused by an open window or door

## **Tenants are NOT to do the following:**

- Do not perform electrical work (this does not apply to light bulbs and batteries)
- Do not mar, deface walls, woodwork, flooring, ruin, or change landscape (without prior written permission from L Hollis Management)
- Do not perform any repairs unless authorized or outlined in this form.
- Do not deduct any unauthorized or preauthorized maintenance expense from the rent. If L Hollis Management authorizes tenant to perform any maintenance, you must submit ALL receipts to L Hollis for reimbursement.
- Do not change walls without written permission from L Hollis Management

## **Tenants are required to do the following:**

- **Keep your rental unit as clean and safe as the condition of the premises permits.**
- Fix things you break or damage.
- Normal insect control is required by the tenant unless an infestation was Not the cause of the tenant. If the infestation was a preexisting condition please request maintenance. Submit a maintenance request for active hives, wasps, yellow jackets and hornets and any dangerous pest. (Store all insecticides carefully and as instructed on the product label)
- Rodent control is required by the tenant unless there was a preexisting condition to the extent that the problem can be handled with common controls, such as a mousetrap, the tenant will be responsible.
- Properly dispose of garbage, rubbish and other waste using the receptacles provided and required by you city/county rules.
- Use electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and other systems, including elevators, properly.
- Properly dispose of toxic waste such as oil, antifreeze, batteries and solvents.
- Report all damage and maintenance issues. \*\*The tenant may be charged if they fail to report damage.
- Residents are responsible for the cost of clearing pipes due to misuse.
- Residents shall pay the cost of clearing, cleaning and testing fireplaces, wood or pallets after the move in. Or before move out.