



## Stanford West Apartments Maintenance Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- I grant permission to Stanford West Apartments employees or outside vendors accompanied by a Stanford West Apartments employee to enter the unit in my absence to complete all requested repair work. (During the day, please **do not arm your alarm** until the repair has been completed. Stanford West does not have an override code for the alarm system. If this poses a problem please let us know.)

Lessee's Signature: \_\_\_\_\_

**-or-**

- I would like to be present when repairs are made and would like to schedule an appointment. A maintenance associate will call you to set up an appointment. (Please note, depending on volume, appointments may not always be available within a 72 hour period.)

- I have a pet(s). I have \_\_\_\_\_ cat(s). I have \_\_\_\_\_ dog(s). (If you will not be present when the repair is made, please ensure that your pet(s) cannot escape.)

If this is a **maintenance emergency**, please call the leasing office 24 hours a day at (650) 725-2000. After hours, an operator will answer and contact the Stanford West Apartments employee on-call.

Please give a detailed description of the item needing repair. If you will not be present when the repair is made, please flag the location of the repair.

Example: Master bedroom electrical outlet does not provide power. When standing in doorway facing into the room, outlet is located on the left hand side of the bed.

Repair Description: \_\_\_\_\_

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**Please fill out a separate form for each item needing repair.**

**Please return this form to the leasing office or deposit it in the drop box.**

**For Office Use Only**

FSH: 12/21/01

Work Order # \_\_\_\_\_