



101 Brookwood Ave., Suite B, Santa Rosa CA 95404 · P.O. Box 253, Santa Rosa CA 95402 · (707)542-4700 · Fax (707)542-4620

Maintenance Request Form

Please complete this form and return it to us via fax (707-542-4620), mail, email (maintenance@bakerrentals.net), or deliver to the office at 101 Brookwood Ave, Ste B, Santa Rosa.

Emergencies must be reported by telephone. After hours emergencies may be reported by calling 707-542-4700. You will receive voice mail instructions on how to report your emergency.

Resident Name:

Property Address:

Unit#:

Resident Phone#:

Cell Work Home

Other Phone#:

Cell Work Home

Fax# (if applicable):

Email Address:

Please describe in detail the problem, including the specific location in the unit/residence:

Note: If the problem is with an appliance, please include the make and model number. This information is typically found on the appliance, often on the edge of the door or on the back of the unit. If you have a cell phone with a camera; it works well to take a picture of the area containing the information to forward with your request.

Do you have any pets, or other concerns we need to be aware of when entering your unit? No Yes

Specify what type of concern:

May we use our keys to access your unit to make the repairs? No Yes

*Please note: If the answer above is "No" then you must understand that you will have to be available to provide the contractor access and that the specific appointments general require a two to three hour time window. Any missed or "No Show" appointments made by the tenant will result in any and all fees to be the responsibility of the tenant.

Submission of this request represents your acknowledgement of our written notice to you of our intent to enter your unit to complete the necessary repairs (subject to your access instruction on the form). Depending upon your instructions, we will contact you with more specific date and time, but this notice meets our requirement to notify you, in writing, or our intent to enter your unit.

Resident Signature:

Date: