



TORREY PINES PROPERTY MANAGEMENT, INC.

Maintenance Request Form

Request should be faxed, mailed or hand-delivered to your Manager or to Torrey Pines Property Management at: 7858 Ivanhoe Avenue, La Jolla, CA 92037
Phone: (858) 454-4200 – Fax: (858) 454-1384

Resident's Name: _____ Date: _____

Address _____ Apt# _____ City _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

Manager's Name: _____

Maintenance Requested (describe trouble and special instructions)

AUTHORIZATION: Owner/Agent/Service person(s) are authorized to enter unit if Resident(s) is not home unless instructions have been given to the contrary.

_____ If verbal, taken by: _____ Date: _____

Signature of Resident(s)

For Office Use Only

Work Completed By: _____ Date: _____

Action Taken: _____

Charge Cost to Resident: _____ YES _____ NO Amount: _____

Reason to Charge: _____

Property Manager: _____ Date: _____

