



### UCSB COMMUNITY HOUSING OFFICE

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ON-LINE LISTINGS ❖ EDUCATION ❖ DISPUTE RESOLUTION ❖ RENTAL SUCCESS GUIDE

## MAINTENANCE REQUEST

Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant's Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Alternate Phone Number

- Maintenance staff may enter my residence to correct the problem at any time.
- Maintenance staff must make a time-specific appointment with Tenant(s) to be admitted to the residence.

The best time for maintenance staff to contact Tenant(s) to make an appointment is: \_\_\_\_\_

Description of problem \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MAINTENANCE REPLY

Date \_\_\_\_\_

Dear \_\_\_\_\_

Your Maintenance request was received on \_\_\_\_\_ and we will be sending  
DATE

\_\_\_\_\_  
NAME on \_\_\_\_\_ at \_\_\_\_\_  
DATE TIME

to respond to your problem. If you have any questions please call \_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sample Form*