



PROPERTY AND FINANCIAL MANAGEMENT

SINCE 1974

1222 High Street, Auburn, CA 95603 (530) 885-7252 FAX: (530) 885-2345
851 Sterling Parkway, Lincoln, CA 95648 (916) 645-8443

MAINTENANCE REQUEST FORM

(Additional forms available on-line at HPMrentals.com)

DATE: _____ TENANT(S) NAME: _____
(please print)

PROPERTY ADDRESS: _____

THE FOLLOWING ITEMS NEED ATTENTION (please be specific with your information):

TENANT(S) ACKNOWLEDGE THEY MUST REMOVE ALL POSSESSIONS TO ALLOW ACCESS TO SERVICE AREA.

ANIMAL(S): ☐ YES, ☐ NO IF YES, ANIMALS IN THE UNIT MUST BE RESTRAINED OR UNDER TENANT(S) DIRECT CONTROL. FAILURE TO DO SO MAY RESULT IN THE SERVICE REQUEST NOT BEING COMPLETED.

☐ PLEASE SCHEDULE AN APPOINTMENT (4-hour time frame will be given when called).

PRIMARY CONTACT NUMBER: _____

☐ HPM OR ITS SELECTED VENDOR HAS PERMISSION TO ENTER AT THE NEXT AVAILABLE OPENING.

Tenant Signature



PROPERTY AND FINANCIAL MANAGEMENT

SINCE 1974

1222 High Street, Auburn, CA 95603 (530) 885-7252 FAX: (530) 885-2345
851 Sterling Parkway, Lincoln, CA 95648 (916) 645-8443

MAINTENANCE REQUEST FORM

(Additional forms available on-line at HPMrentals.com)

DATE: _____ TENANT(S) NAME: _____
(please print)

PROPERTY ADDRESS: _____

THE FOLLOWING ITEMS NEED ATTENTION (please be specific with your information):

TENANT(S) ACKNOWLEDGE THEY MUST REMOVE ALL POSSESSIONS TO ALLOW ACCESS TO SERVICE AREA.

ANIMAL(S): ☐ YES, ☐ NO IF YES, ANIMALS IN THE UNIT MUST BE RESTRAINED OR UNDER TENANT(S) DIRECT CONTROL. FAILURE TO DO SO MAY RESULT IN THE SERVICE REQUEST NOT BEING COMPLETED.

☐ PLEASE SCHEDULE AN APPOINTMENT (4-hour time frame will be given when called).

PRIMARY CONTACT NUMBER: _____

☐ HPM OR ITS SELECTED VENDOR HAS PERMISSION TO ENTER AT THE NEXT AVAILABLE OPENING.

Tenant Signature