

REQUEST FOR REPAIR/MAINTENANCE WORK IN COMMON AREA

Complete the form to request maintenance in the COMMON AREA ONLY and turn it in to Anchor Management Services, Inc. 479 W. 6th St. #201 San Pedro, CA 90731 or you can email it to jackie@anchormgmtserv.com. If the work performed is determined to be the responsibility of the homeowner, the charges will be applied to the homeowner's account, so please be sure this is a common area request. This form can also be used to have your name and phone number installed

Date: _____
Name: _____ Unit# _____
Telephone (home): _____ Telephone (work): _____

Please explain the specific nature of the problem for which you are requesting repair or maintenance work be done:

Describe the specific location or unit:

How and when did the problem occur:

PLEASE DO NOT USE AREA BELOW LINE