

BlackStone Realty & Management Inc.

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Phone: 310-279-5179 Fax: 310-279-5178

MAINTENANCE / REPAIR REQUEST FORM

ALL REQUESTS FOR REPAIRS AND/OR MAINTENANCE MUST BE RECEIVED IN WRITING.

PLEASE FILL OUT THIS FORM, SIGN AND SUBMIT TO:

- 1) FAX TO BLACKSTONE OFFICE AT (310) 279-5178**
- 2) MAIL TO THE ADDRESS INDICATED ABOVE**
- 3) DELIVER TO YOUR RESIDENT OR OFF-SITE MANAGER**

(Please use one form per request)

DATE: _____

ADDRESS: _____

<i>Street</i>		<i>Unit #</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>

TENANT NAME: _____

TENANT SIGNATURE: _____

(Required)

TENANT PHONE NUMBER: _____

(Required)

AS THE RESIDENT OF THE PREMESIS ABOVE, MANAGEMENT IS HEREBY GIVEN PERMISSION TO ENTER MY UNIT WITHOUT A "24-HOUR NOTICE" AS LONG AS THE ENTRY IS FOR THE REPAIR AS DESCRIBED ON THIS FORM AND WITHIN NORMAL BUSINESS HOUR.

THE ITEM OR EXACT LOCATION IS:

MY DETAILED DESCRIPTION (TO THE BEST OF MY KNOWLEDGE) IS:

OFFICE USE ONLY:

DATE RECEIVED: _____

WORK ORDER NUMBER: _____