



Focus Property Services Inc

4978 Santa Anita Ave. #201A

Temple City, CA 91780

Tel: 626-4438666 Fax: 626-4438680

Service Request

Date:

Tenant Name:

Address:

Unit Number

Home Phone:

Cell phone:

Description:

Best Time to make repair: Date:

Time:

I authorize entry into my unit to perform the maintenance or repair requested above in my absence

DO NOT ENTER MY UNIT IN MY ABSENCE

We will attempt to arrange the vendor according to your request, however, we are not responsible for any delay by the vendor. In the event of an emergency, please call office at 626-4438666.