

March Joint Powers Authority
23555 Meyer Dr. Riverside, CA 92518 • (951) 656-7000



Service Request
For Green Acres Housing

Resident's Name: _____ Phone: _____

Address: _____

Request: _____

The March JPA, can / can not, enter the home if no one is at residence at time of service.
(please circle one)

**PLEASE READ BELOW BEFORE REQUESTING REPAIR!
AS PER YOUR LEASE AGREEMENT THE FOLLOWING APPLIES:**

ALL REPAIRS MUST BE SUBMITTED TO MARCH JOINT POWERS AUTHORITY IN WRITING. MOST REPAIRS ARE COMPLETED IN 7-15 WORKING DAYS AFTER RECEIPT OF WRITTEN NOTIFICATION. TENANT AGREES THAT ALL REPAIRS WILL BE MADE DURNING NORMAL BUSINESS HOURS AND THE PROPERTY WILL BE MADE ACCESSIBLE.

TENANT ACKNOWLEDGES THAT A 24 HOUR CANCELLATION NOTICE IS REQUIRED IN ORDER TO AVOID AT \$35.00 SERVICE CHARGE.

- 1) TENANT IS RESPONSIBLE TO CHANGE AIR FILTERS TWICE A YEAR.
- 2) TENANT IS RESPONSIBLE TO FLUSH DRAINS TWICE A YEAR WITH GOOD DRAIN CLEANER.
- 3) ALL PLUMBING AND STOPPAGES ARE TENANT RESPONSIBILITY, UNLESS CAUSED BY A BROKEN PIPE OR TREE ROOTS.
- 4) TENANT IS RESPONSIBLE AND WILL PAY FOR ALL PEST CONTROL SERVICES EXCEPT FOR TERMITES.
- 5) TENANT IS RESPONSIBLE FOR ALL BROKEN GLASS.
- 6) ALL REPAIRS UNDER \$35.00 ARE TENANT RESPONSIBILIY.

Resident's Signature _____ Date _____ Time _____

For Office Use Only

Received by: _____ Date: _____ Time: _____

Work Completed by: _____ Date: _____

Charge cost to Resident: Yes No Amount \$ _____

Reason to/not to charge: _____

Action Taken/ Comments: _____

Work completed/Resident satisfaction verified by: _____ Date: _____

Completion logged in Service Request Log by: _____ Date: _____

Work recorded in Unit Maintenance Log by: _____ Date: _____

Smoke Detector(s) tested & Operational. Verified by: _____ Date: _____