



## **Maintenance Request Form**

Our office hours are Monday-Friday, 8:30am-5:00pm  
For *after-hour or holiday EMERGENCIES*, please call (408) 997-7100, follow the prompts.

**Mail or Drop-off:**

5589 Winfield Blvd. #130  
San Jose, CA. 95123

**FAX:** 408-912-1675

**EMAIL:** maintenance@hmsdev.com

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please be as detailed as possible when describing problems.**

**Description of Problem #1:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Problem #1:**

\_\_\_\_\_

**Description of Problem #2:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of Problem #2:**

\_\_\_\_\_

**Do we have your permission to enter to perform the above repairs? (check one)**

- Yes, anytime between 8:30am – 5:30pm
- Yes, 8:30am - 12:00pm
- Yes, 12:00pm - 5:30pm
- No, please call

**Form also available on website @ [www.hmsdev.com](http://www.hmsdev.com)**