



# Maintenance Request Form

Please Return this Form to the Housing Department  
2726 Mission Rancheria Road, or  
Call Us at: 707.263.3924 X111



Date: \_\_\_\_\_ Is this a Water Problem, Y/N? \_\_\_\_\_ Emergency? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Is this cost a Tenant Responsibility, Y/N? \_\_\_\_\_ Tribal Elder \_\_\_\_\_ Yes \_\_\_\_\_ No

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(please print)

Unit Address: \_\_\_\_\_ Location: \_\_\_\_\_ Inside \_\_\_\_\_ Outside

Description of Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do You Give Permission for a Repair Person to Enter your Unit Even if You Are Not Home? \_\_\_\_\_ Yes \_\_\_\_\_ No

*Please Note: Designated Rancheria Staff may always enter your home when there is a possible emergency.  
Other issues or requests will be assessed and handled the following business day.*

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(please sign after completing screening below)

## Staff Screening & Review

Lead Department (check one):

Lead Staff Person: \_\_\_\_\_

- Housing     EPA     Roads     Public Works     THPO  
 Trash/Refuse Pickup

### Check All that Apply:

- Pre-1978 Home     Possible Ground Disturbance     New Trenching     Open Existing Trench  
 Demolition     Exterior Work/Painting     Piping Work Needed (water/sewer)  
 Other: \_\_\_\_\_

### Refer to the Following Depts.

- EPA     Public Works     THPO     Roads

Referring Dept. Notes:



## Housing Maintenance Request Form

(for staff use)

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### *Follow-Up Action & Notes*

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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### *Follow-Up Action & Notes*

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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### *Follow-Up Action & Notes*

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

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### **SUMMARY OF WORK**

Lead Staff: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Maintenance Supervisor Inspected? Y/N: \_\_\_\_\_

Materials Used: \_\_\_\_\_  
\_\_\_\_\_

Total Labor (hrs): \_\_\_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_