



## MAINTENANCE REQUEST FORM

### HOMEOWNERS ASSOCIATION Maintenance Request Form

**For the fastest response, please submit your maintenance request using your Online Owner's Portal. However, if this is not possible, this form may be used.**

This form must be completed by the homeowner. If you are a tenant, renting a unit in a condominium managed by California Curb Appeal, please contact your landlord or your property manager to report maintenance issues.

**To Homeowners or Property Managers:**  
Please report urgent water maintenance issues by calling (909) 601-7069 and press the keys indicated to report emergency maintenance issues. Roof leaks, water leaks, water/sewage backup, or no water to your unit should be reported ASAP so it can be checked right away to minimize any damage to the property or to persons.

#### **FOR FIRE OR SECURITY EMERGENCIES – CALL 911**

Please complete this request form and email to [maintenance@calcurbs.com](mailto:maintenance@calcurbs.com) or you can also mail or drop off Monday through Thursday from 9:00 am to 4:00 pm, or Friday from 9:00 am to 2:00 pm at the address below:

California Curb Appeal Real Property Specialists – Maintenance Division  
1881 Commercenter East, Suite 222  
San Bernardino, CA 92408

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_

HOMEOWNER NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

Do we have permission to enter the property?  Yes  No  Not Applicable

Additional information regarding entry: \_\_\_\_\_

Priority Level:  Urgent  Normal

Describe the Maintenance Issue:

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Homeowner Signature: \_\_\_\_\_