

Maintenance Request Form

Academy Terrace

11020 Hesby Street
North Hollywood, CA 91601

Name(s)

Unit #

Phone

E-mail

Description of
Issue

Permission to enter if no one is home anytime during normal business hours?

Yes No

Permission to enter if no one is home at a specific time during normal business?

Yes No

If yes, please provide several dates/times with 4-5 hour windows:

If requesting to be present, please provide several dates/times with 4-5 hour windows during normal business hours:

Permission to move or touch property?

Pets to consider?

Yes

No

Please note that normal business hours are Monday-Friday, 9 AM-6 PM. We will confirm all maintenance requests in writing as soon as possible. If you are requesting to be present, we will confirm your dates/times, and the confirmation must be in place at least twenty-four (24) hours prior to entry. You must contact Academy Terrace with minimum twenty-four (24) hours notice if you need to change your appointment to be present.