



4311 Wilshire Blvd. Suite #600 Los Angeles, CA 90010 – Phone - (323) 934-5055

### **Supplementary Maintenance Request Form**

*Dear Tenant:*

*As you know Statewide Enterprises, Inc. professionally manages your property. The safety and well-being of our tenants and staff are of utmost importance to our company. For that reason, we kindly request that you complete the below questionnaire and return to your Property Manager at the time you request maintenance work in your unit. Please be advised that work may be delayed under certain circumstances in order to ensure a safe working environment to our Technicians to the extent possible. Should you have any questions or concerns, please reach out to your Property Manager directly or our Customer Service Representative at 323-934-5055, ext. 101.*

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

Unit Number: \_\_\_\_\_

Date of Completion of Supplementary Maintenance Request Form: \_\_\_\_\_

Please answer YES or NO to the following questions:

1. Is anyone in the household sick? \_\_\_\_\_
2. Is anyone in the household coughing? \_\_\_\_\_
3. Has anyone in the household travelled out of the country in the past month? \_\_\_\_\_
4. Have you been around anyone with the coronavirus (that you are aware of)? \_\_\_\_\_
5. Does anyone in the household have the coronavirus (COVID-19)? \_\_\_\_\_

Management will review your responses above and your request will be scheduled accordingly. Thank you for your anticipated cooperation during this time.

Management