

California Retail Properties Corp. Irvine

MAINTENANCE/REPAIR REQUEST FORM

All maintenance/repair requests must be in writing and submitted by one of the following ways:

Delivered to your onsite manager.

Faxed to (310) 465-0031

Emailed to irvinemaintenance.crp@gmail.com

Request Date:		Time:	
Name:		Dept.:	
Business Name:		Unit No.:	

PROBLEM/WORK REQUIRED:

**Do not sign until work is completed.*

Work Completed

Tenant's Signature: _____ Date: ____/____/____

FOR OFFICE USE

Set Up Appointment: _____

Vendor: _____

Date and Time Completed: _____

California Retail Properties Corp.
Corporate Offices
22939 Hawthorne Blvd Suite 100
Torrance CA 90505
Office: 310-465-0311
Fax: 310-465-0031