



WOODSTOCK HOMES CORPORATION

1711 Second Street, Alameda, CA 94501
Tel: (510) 769-8844 Fax: (510) 769-8844

MAINTENANCE REQUEST

Shareholder name: _____ Date: _____

Address: _____ Unit #: _____

Email: _____ Phone: _____

Description of problem: _____

When did you first notice the issue? _____

Is WHC authorized to enter if shareholder is absent? Yes No

Do you have companion animals? Yes No

If you have animals, are the animals secure? Yes No

Are there children under the age of six that live in the unit? Yes No

Are there children under the age of six that visit frequently? Yes No

Are there any expecting mothers that live in the unit? Yes No

Shareholder signature: _____

WHC ACTION:

Inspection scheduled for: _____ Letter sent to shareholder: _____

WHC Recommendation/Action: _____

The above detailed problem is is not the responsibility of WHC

Shareholder notified of necessary/proposed action on: _____

Final resolution date: _____