

RELOCATION REALTY, INC. MAINTENANCE REQUEST

Office Use Only
 Priority Code
 1 2 3 4
 Date received _____
 By _____

We require maintenance requests in writing. We will contact you as soon as practically possible during business hours to provide a timeline for the repairs to be addressed and completed.

In case of a life threatening emergency call 911. For any non life threatening emergency call our 24 hour answering service at 770-641-8393.

FAX TO 770-641-1609

PROPERTY _____

DESCRIPTION OF PROBLEM

TENANT _____

MAINTENANCE ISSUE

HEAT AND AIR:

APPLIANCE:

PLUMBING:
 Toilet Shower/Tub
 Hot Water Heater
 Faucet _____
 Leak _____

ELECTRIC:
 Ceiling Fan Light Fixture
 Switch Outlet

OTHER

CONTACT INFORMATION

Home _____ Other _____
 Email _____

NOTICE

Tenant must be present during all scheduled repair work. In the event Tenant neglects to be present for a mutually agreed upon maintenance appointment, Tenant will be charged a \$100.00 trip charge.

In the event an emergency is present, Tenant acknowledges and understands that Relocation Realty, Inc. and its contractors or assigns will enter the property to remedy the emergency with or without Tenant's presence.

By submitting the request, I agree to the terms as they are written.

X _____

Tenant's Required Signature Date

RELOCATION REALTY, INC.
 A FULL SERVICE REAL ESTATE COMPANY
www.rentalrelocation.com

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