

REALTY SELECT SERVICES, LLC

9428 Baymeadows Rd. Suite 137

Jacksonville, FL 32256

904-448-9220

Fax 904-448-9250

Attention: Nancy Maggiore

REPAIR REQUEST

ALL NON-EMERGENCY REPAIR REQUESTS MUST BE IN WRITING AND FAXED OR EMAILED TO:

FAX 904-448-9250

EMAIL [nancy@realtyselctionline.com](mailto:nancy@realtyselctionline.com)

An emergency is a flood or large accumulation of water, no heat if below 60 degrees, no air conditioning if above 80 degrees, no hot water, no electricity, plumbing backing up, no water, access to the property is not secure, toilet not working if there is only one bathroom, and any other condition which could be harmful to the tenant or the property. In case of fire or security emergency call 911.

BE SURE TO CHECK ALL CIRCUIT BREAKERS AND RESET BUTTONS BEFORE REPORTING A MAINTENANCE REQUEST.

Failure to do so could result in a service charge to the tenant.

Property Manager \_\_\_\_\_ Phone Number \_\_\_\_\_

Tenant \_\_\_\_\_ Date: \_\_\_\_\_

Property Address (including zip) \_\_\_\_\_

Directions: \_\_\_\_\_

Vendor Assisned: \_\_\_ Date \_\_\_ Via: Fx \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Phone number \_\_\_\_\_

Vendor to: Call Tenant \_\_\_ # \_\_\_\_\_

Pick Key up from Realty Select \_\_\_\_\_ Via: \_\_\_\_\_

Maintenance Lockbox at the property \_\_\_\_\_ Code: \_\_\_\_\_

Description of Maintenance requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Priority: Emergency \_\_\_\_\_ As Soon As Possible \_\_\_\_\_ Routine \_\_\_\_\_

FAILURE TO KEEP AN APPOINTMENT WITH A REPAIR VENDOR WILL RESULT IN A SERVICE CHARGE TO THE TENANT!