

REALTY SELECT SERVICES, LLC

REPAIR REQUEST

ALL NON-EMERGENCY REPAIR REQUESTS MUST BE IN WRITING AND FAXED TO 904-230-7196 OR EMAILED TO:

nancy@realtyselctionline.com EMAIL IS PREFERRED.

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.

Tenant Name _____ Phone number for repair _____

Property Address (including zip) _____

Date of Request _____ **When scheduling an appointment, all repairs must be scheduled during vendor's normal business hours. Any after hour charges for non-emergency repairs must be paid by the Tenant to the Vendor at the time the services are provided.**

Maintenance Items Requested:

1. _____

2. _____

3. _____

Remember Tenants are fully responsible for ac filters, clogged ac drains as a result of dirty filters, light bulbs, smoke detectors, pest control, residential lawn and shrubs, clogged drains, and other repairs due to tenant misuse.

FAILURE TO KEEP AN APPOINTMENT with a repair vendor will result in a service charge to the tenant.

Office Use Only:

Vendor Assigned _____

Via Phone _____ **Fax** _____ email _____

Access is by: Set appointment with Tenant _____ Lockbox _____ Key in Office _____ Other _____

Maintenance Request is: Emergency _____ **As Soon As Possible** _____ **Routine** _____

Property Manager Name and Contact: _____

_____Property was built prior to 1978 and Lead Based Paint Procedures must be followed.