

To Submit Your Request

e-mail: maintenance@mccrearyrealty.com

fax: 770-427-3955

In Person or by Mail to our Address:

390 Roswell Street, Suite 200

Marietta, GA 30060



770-427-5711 / Fax: 770-427-3955

Website: www.McCrearyRealty.com

Be prepared to answer additional questions regarding this issue from one of our staff or the contractor. It is our desire to make sure that the issue is cured correctly the first time and completed in a timely manner.

Written Maintenance and Repair Request

Please Print All Information Legibly & Please Complete All Blanks

Today's Date: _____

Lessee Name: _____

Property Address: _____ City _____ Zip _____

Phone Numbers **(Required)**: Home: _____ Mobile: _____ Work: _____

Best time and location to contact you: _____

Does Management have permission to release the key to your property to the vendor(s) to perform the required maintenance on the property? Yes _____ No _____

If No, someone will need to be available to meet with the vendor at the property at the vendor's convenience.

If you make an appointment with any contractor and you or a person 18 years old or older is not present when the contractor arrives, then the contractor will not enter the property and you will be charged a minimum \$75.00 fee for the trip charge.

Do you have pets? _____, If so what type? _____

Type of problem: _____

Location of Problem: _____

Appliance

- Stove/Oven
- Refrigerator
- Microwave
- Disposal

Make & Model _____

Gas or Electric _____

Plumbing

- Toilet
- Sink
- Bathtub
- Water Heater
- Sewer/Septic _____

Electrical

- Switch
- Outlet
- Light Fixture
- Fan

Other _____

Heat or Air Conditioning

- Air Conditioner
- Furnace
- Thermostat

Other

- Roof Leak
- Rodents/Squirrels
- Other: _____

Please Describe in Detail the Nature of the Problem:

If this repair is not completed within 10 business days from the date that you delivered this request to us, please contact the office immediately. We cannot be responsible for the scheduling of the independent contractors we hire. Your assistance in getting them into your property promptly will benefit us all.

Lessee: _____ Date: _____