

**Maintenance Request Form**

Date\_\_\_\_\_

Name\_\_\_\_\_

Property Address\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Nature of the Problem\_\_\_\_\_

Item affected\_\_\_\_\_

Location of problem\_\_\_\_\_

Description of work requested (please describe in full detail)\_\_\_\_\_

Do you have any pets **yes/no** type\_\_\_\_\_

(ALL PETS MUST BE CONTAINED WHEN MAINTENANCE ARRIVES)

Do we have authorization to enter **yes/no**

**If you have schedule a specific time for work to be performed and we are unable to gain access to the property you will be charged for the service call.**

Any other information that could be helpful with this request:

**We share your urgency to remedy maintenance issues and we will promptly respond. We thank you in advance for you patience and cooperation.**

## Maintenance Procedures

Following are some basic guidelines as to what constitutes a maintenance emergency.

**Emergency is defined as:** Anything relating to the property under the lease that is threatening to life, health or the integrity of the property.

If you are experiencing any of these problems we can take the request over the phone. **Please ask for Morgan.** After hours and on weekends please call the emergency digital pager at **1-888-448-7385** and punch in your number followed by the pound sign and someone will call back immediately. If you have not received a call back within 15 minutes please dial again to insure we received the correct number. Those situations which are not an emergency should be explained using our online form, in writing on the forms provided, you may mail, place in the drop box or fax to 727-302-9675.

**Fire:** Call the Fire Department immediately.

**A/C Repair:** If the outside temperature is exceeding 90 degrees.

**Heater Repair:** If outside temperature is falling below 40 degrees.

**Clogged Toilet or Drain:** Per your lease this is your responsibility call a plumber. If it turns out that there are roots in the line or something is physically wrong with the plumbing we will reimburse you.

**Pipe Broken:** Turn off water valve to pipe or exterior water main until contractor arrives.

**Broken Doorknob, Lock or Window:** Only if it prevents Resident from properly securing unit. If temporary measures can be taken until business hours, resident should wait until regular business hours before contacting management.

**No Hot Water:** Only if there is absolutely no hot water and it is between the hours of 9:00am and 5:00pm Monday. If there is no hot water at any other time use temporary measures.

**No Electricity:** Only if there is no electricity and 1.) The Resident has called the electric company and found that they were not at fault. 2.) After Resident has checked all the breakers by flipping them **ALL** hard to the OFF position and then back on and reset all GFI circuits in the house. Partial outages do not represent an emergency! If a wall switch or outlet begins to smoke or smell remove all plugs and turn off switch if necessary call the fire department.

These are the basic calls that may constitute an emergency. If you have a situation other than these, which seems immediately hazardous, damaging or detrimental, please call our office and ask for maintenance. If after hours call the emergency pager.

**These are not emergencies:** refrigerator out, locking yourself out of the house, oven not working and pest control. All County Property Management and Realty, Inc. is not responsible for loss of food or for alternative lodging due to appliance failure.

**All other routine maintenance request must be put in writing per your lease agreement, please use form provide on the other side of this page. No routine or non-urgent calls will be accepted at any time by phone!**