

REALTY SELECT SERVICES, LLC

REPAIR REQUEST

ALL NON-EMERGENCY REPAIR REQUESTS MUST BE IN WRITING AND SUBMITTED ON LINE OR EMAILED TO:

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 Resident or 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 Resident.

Resident Name _____ Contact Number _____
Property Address _____ 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 Resident to the Vendor at the time services are provided.

Maintenance Items Requested:

1. _____
2. _____
3. _____

Remember, Residents 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 Resident lack of maintenance of misuse.

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

Thank you repair and maintenance is important to us !