

## MAINTENANCE/REPAIR REQUEST FORM

All Maintenance/repair request forms must be submitted to Atlanta Peach Management by mailing to the address stated on the lease, fax, or emailed.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TENANT'S NUMBER TO BE CONTACTED: \_\_\_\_\_

PROBLEM/WORK REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that if I am not present at the residence, during the time that the contractor arrive, that necessary repairs will not be made and that I will have to reschedule for the companies next appointment. I understand that if I have to reschedule that I will have to pay the \$75.00 subcontractors fee for no shows. I understand for non emergency repairs, such as cosmetic repairs to the interior and exterior, I must allow up 14 business days for repairs to be addressed.

\_\_\_\_\_  
TENANT SIGNATURE(S)

**\*\*Please contact Atlanta Peach Management directly if there is an Emergency at 678-625-9323. Emergencies being: FIRES, FLOODS, and FATALITIES, all other requests will be handled the next day. FAX NUMBER: 678-954-8035 or [info@atlantapeachhomes.com](mailto:info@atlantapeachhomes.com).**

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### FOR OFFICE USE ONLY

(The above maintenance/repairs have been preformed and completed.)

Date Landlord notified: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Company Contacted: \_\_\_\_\_

Company Number: \_\_\_\_\_

WORK COMPLETED: \_\_\_\_\_

DATE AND TIME COMPLETED: \_\_\_\_\_

Follow-up Status: \_\_\_\_\_