

**To Submit Your Request**

e-mail: [maintenance@mccrearyrealty.com](mailto: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](http://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: \_\_\_\_\_