

# MAINTENANCE REQUEST – Advantage Gold Realty Inc

<b>PROPERTY ADDRESS</b>	
<b>TENANT NAME</b>	
<b>MAINTENANCE REQUEST</b> Please provide as much detail as possible so we can arrange appropriate action.	THIS REQUEST IS: <input type="checkbox"/> URGENT – An emergency, or the Property is in danger of damage <input type="checkbox"/> NOT URGENT – Not an emergency  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>ACCESS INFORMATION</b>	<input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for property. <input type="checkbox"/> Use Agency key <span style="margin-left: 100px;"><input type="checkbox"/> Call to arrange access *</span> Phone: _____ Mobile: _____ Best time to call: Day - _____ Time - _____ am / pm * Please be aware that if an appointment is made with the Contractor and access is not available, as arranged with Tenants, you will be responsible for an appointment fee of \$25.00.
<b>TENANT SIGNATURE</b>	Date ____/____/____
<b>SUBMIT</b>	THIS FORM MAY BE EITHER 1. Submitted in person at Advantage Gold Realty during business hours 2. Mailed to 1512 Gum Branch Road, Jacksonville NC 28540 3. Emailed to: agrteam@advantagegoldrealty.com 4. Place in Drop Box located at 1512 Gum Branch Road Jacksonville NC 28540
	All repair requests are assigned to outside contractors. These contractors will contact you to set up an appointment. All appointments will be made during regular business hours Monday-Friday from 9am-5pm. In the event the contractor cannot reach you at the phone numbers provided, a key will be issued to the contractor to perform the work you have requested. Air Conditioning in not an emergency however it is a priority item. Definition of an emergency: A life threatening situation such as fire, flood, and/or uncontrollable water leak, electric problems, and/or smell of gas. Immediate Danger please call 911. <b>(Please check all Breakers, GFI outlets, Batteries and HVAC Filters before placing a Maintenance Request to avoid a service charge being placed on your account)</b>
<b>AGENCY USE</b>	Date Received ____/____/____ Time _____ am/pm Initial _____  Received via (must check one): <input type="checkbox"/> EMAIL <input type="checkbox"/> POSTAL SERVICE <input type="checkbox"/> PERSONAL DELIVERY TO OFFICE <input type="checkbox"/> PICKED UP AT ROUTINE INSPECTION