

MAINTENANCE REQUEST – Advantage Gold Realty Inc

PROPERTY ADDRESS	
TENANT NAME	
MAINTENANCE REQUEST 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/>
ACCESS INFORMATION	<input type="checkbox"/> A Dog is on the premises. Tenant/s agree to restrain or remove for property. <input type="checkbox"/> Use Agency key <input type="checkbox"/> Call to arrange access * Phone: _____ Mobile: _____ Best time to call: Day - _____ Time - _____ am / pm <small>* 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.</small>
TENANT SIGNATURE	Date ____/____/____
SUBMIT	THIS FORM MAY BE EITHER 1. Submitted in person at Advantage Gold Realty during business hours 2. Mailed to 301-C Western Blvd, Jacksonville NC 28546 3. Emailed to: agr@advantagegoldrealty.com 4. Place in Drop Box located at 301-C Western Blvd.
	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 is 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. (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)
AGENCY USE	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