

MAINTENANCE REQUEST



Please print the Maintenance Request on the following pages, complete and sign the form.

Call (407) 339-2233 if you have any questions.

Fax the **signed** form to (407) 339-2238 or mail to:

**R. Russell Properties, Inc.
660 Palm Springs Drive Suite C. Altamonte Springs, FL 32701
Phone: (407) 339-2233
Fax: (407) 339-2238**

REQUEST FORM:

Our goal at Russell Properties is to provide you with prompt service. Your maintenance request is important to us as we want to take care of your problem as quickly as possible. Please read entire form, be specific in your answers and note the "tenant responsibilities" as part of this submission.

Routine maintenance requests are processed only during normal business hours. After we receive your request, someone should be in contact with you within 48 business hours. If you don't hear from anyone, please call our office to follow up. With this submission you agree to the "Tenants Responsibilities"

Tenant Responsibilities:

Missed Appointments: You will be responsible for the payment of any service call charged for: a) a missed appointment, b) not providing access to your unit when requested, c) leaving a keyless bolting devices engaged, or d) not following other instructions as you agreed that results in the service agent not gaining entry to the property.

Maintenance responsibilities: By submitting this work request, the resident acknowledges that if the repair is found to be due to misuse, or failure to perform required routine maintenance task, the tenant will be responsible for payment of the repair, as per the lease agreement.

To help us provide you with a quick response, please be as specific as possible when describing your problem. Requests that are not specific (such as "stove not working") will delay our response while we contact you for clarification. NOTE: Failure to complete all parts of the maintenance request form could also delay your request.

