

P.O. Box 618
Conyers, GA 30012



Request for Non-Emergency Maintenance / Repairs

All maintenance requests must be submitted in writing on this form and must be sent via:
FAX to (678) 466-7008, or by **MAIL** to P.O. Box 618, Conyers, GA 30012.

ALLOW UP TO 10 DAYS FOR NON-EMERGENCY REPAIRS TO BE ADDRESSED.

Date: _____

Property Address: _____

Tenant Name: _____

Cell: _____ Home: _____ Work: _____

Email Address: _____

Best Way of Contact: _____ Best Time to Contact: _____

I Request To: Have an Approved Vendor be given Access to the Property _____
(Check One) Have an Approved Vendor contact me for Appointment _____

Note: If you request to be present when the vendor enters the property to make repairs, **Please make sure that you accommodate the Vendor's schedule.** You must adjust your schedule to accommodate the Vendor's schedule. If a Vendor bills us for a site visit but cannot get access to the property because you did not keep an appointment, you will be billed for the trip fee.

Maintenance Request Description:
