



## **Maintenance Service Request Form**

Please fill in the following information and fax to the office: **678-270-3600** or email [admin@oliveradams.com](mailto:admin@oliveradams.com)

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

Contact #: \_\_\_\_\_ Cell: \_\_\_\_\_

When did this happen? \_\_\_\_\_

Describe your work request. Please be as detailed and specific as possible. Please provide pictures to support work request if possible.

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**Tenant agrees to pay a service fee charge if the appointment is missed and work cannot be performed due to lack of access to the property. (Please see attached contract agreement for clarification. Thank you for your support and keeping the property in good condition.**

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*This section to be filled out by Oliver Adams Realty, LLC and returned to tenant.\*\**

PM/Agent Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Number: \_\_\_\_\_

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