



## NON-EMERGENCY MAINTENANCE REQUEST FORM

All maintenance requests must be submitted in writing using the web form at [www.AmproPropertyManagement.com](http://www.AmproPropertyManagement.com) on the "Tenants" page, by FAX to (770) 997-0225, or by mail at P.O. Box 412, Atlanta, GA, 30291.

**ALLOW UP TO 14 BUSINESS DAYS FOR NON-EMERGENCY REPAIRS TO BE ADDRESSED**

Date: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best way to contact you: \_\_\_\_\_ Best time to contact you: \_\_\_\_\_

Vendor Access: Give key to vendor \_\_\_\_\_ Have vendor contact me for appointment: \_\_\_\_\_

Note: If you request to be present when the vendor enters the property to make repairs, **YOU MUST ACCOMMODATE THE VENDOR'S SCHEDULE**: You must adjust your schedule to accommodate the vendor's schedule, not the other way around. 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:

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