

Lang & Thomas, LLC

Maintenance Request Form

Fax completed form to 678-868-1017 or email to repairs@langandthomas.com

Date: _____

Name: _____

Address: _____

Unit #: _____

Phone: _____

Email: _____

Emergency: Yes No

Please call Ron Holbrook at (678) 663-6404 cell or Brad McLeod at (404) 906-0726 cell for any emergency repairs. In the event of a life-threatening emergency call **911** immediately.

Room:

- | | | | |
|--|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> ½ Bathroom | <input type="checkbox"/> Family Room |
| <input type="checkbox"/> Storage Room | <input type="checkbox"/> Down Hallway | <input type="checkbox"/> Coat closet | <input type="checkbox"/> Up Hallway |
| <input type="checkbox"/> Front Bedroom | <input type="checkbox"/> Front Bathroom | <input type="checkbox"/> Laundry Room | <input type="checkbox"/> Back Bedroom |
| <input type="checkbox"/> Back Bathroom | | | |

Description of Problem:

An **EMERGENCY** is considered to be:

- ◆ A strong smell of GAS or SMOKE. The lighting of pilot lights is the responsibility of the tenant.
- ◆ Safety threats like a broken window that could provide illegal entry.
- ◆ An air conditioner that is not properly cooling down when the inside temperature is 85 degrees or warmer.
- ◆ A heat pump that is not properly warming with an inside temperature of 55 or colder.
- ◆ Any leaks where water is actively coming out of the wall or floor. A water stain or clogged toilet is not an emergency.
- ◆ Any electrical problem, including fire hazards, or electrical wires sparking. This does not include a burned out light bulb, or light switch that is not working.