



Middle Georgia Management Group

Welcome to your new home

Received on _____ (date) at _____ (time)

REPAIR REQUEST

All requests for repair must be placed in writing.

Date of Request: ____/____/____

Requesting Party: _____

Property Address: _____

Emergency repairs: (Repairs requesting immediate attention)

- Gas Leaks
- Flooding
- Malfunctioning heating or cooling system
- Broken windows or doors
- Other _____

Major Problem: (Problems don't affect the tenant's health or safety or the unit inhabitability)

- Water heater malfunction
- Defective garbage disposal
- Dishwasher problem
- Clogged drain
- Other _____

Minor Problem: (Problems considered a nuisance and don't require immediate attention)

- Lighting Problem
- Peeling Paint
- Pest Infestations

DESCRIPTION OF WORK AND/OR SERVICE REQUESTED

I hereby grant permission to the Middle Georgia Management Group, LLC (landlord) and/or sub-contractor to enter my property and make the necessary repairs if I am not present.

Tenant's Signature

OFFICE NOTES:

Work Assigned to: _____

Completed: _____

Tenant Follow-up: _____ Resolved: Yes No

If no,
why: _____