RITAN PROPERTY GROUP
NON-EMERGENCY MAINTENANCE REQUEST FORM

All maintenance requests must be submitted in writing using the web form at www.ritanpropertygroup.com on the "Tenants" page, by FAX to (800) 385-4830, or by mail at P.O. Box 219, Avondale Estates, GA, 30002.

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 Andy's 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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