



Maintenance Request

Name: _____

Address: _____

Phone numbers to use to reach you if more information is required:

I am requesting \$ _____ from my maintenance account to replace or repair the following: _____

Please make the check payable to: _____

CHECK ONE

I will pick-up the check or mail the check to me

CHECK ONE

I have provided 3 estimates for any requests over \$500.00

I have provided 1 estimate because my request is \$500.00 or less

I made necessary repairs/replacement and am requesting reimbursement by attaching the original receipts

Please make sure that your estimate(s) have your contractor's name, phone number and address.

Additional comments: (please print) _____

Homeowner signature

If you have questions, please call Paul Tomlinson, Mortgage Service Associate, at 404-223-5180, ext. 145.