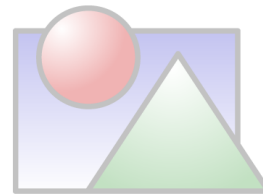


Maintenance Service Request



Foundation Partners, LLC

4290 Bells Ferry Rd. Suite 106-90

Kennesaw, GA 30102

Phone: 678-388-9235

Fax: 678-388-9867

Date/Time Submitted:

Name:

Phone #/ email

Address:

State/zip

Have you reviewed your lease documents to determine your responsibilities?(You will be responsible for any costs we may incur for items identified in your lease as your responsibility)

yes

no

Are you, your guest or the property in imminent danger? Or is the property uninhabitable?
(If yes, please describe below)

yes

no

Describe the service being requested. Please be clear and concise...

Please select the technician that you believe would most likely service your request and answer the questions pertaining to your selection.

HVAC Have you changed the filter? yes no if yes, Date? Is the line frozen? yes no

Plumbing problem inside problem outside Have you shut the water off at the meter? yes no

Electrical problem inside problem outside Have you shut the breaker off? yes no

Carpenter problem inside problem outside Appliance tech. Landscaper Locksmith Roofer Painter

Are there any circumstance or prior events which we should be aware of? yes no .

If yes, please explain...

It is our policy to service your maintenance request as promptly as possible. If the request is of an urgent nature, complete this form and call us immediately at (404)317-1646 after you have faxed your request to 678-388-9867. Please respect our relationship by affording us the opportunity to process your non-urgent needs during regular business hours. If you have not received a call from us within 24 hours of your request, please call to confirm our receipt of your request. Our business hours are Monday-Friday 9am - 5pm.

Requesting Tenants Signature:

Property Managers
Signature:

Tenants Acknowledgement
of completion Signature:

Date/Time
completed