

**To Submit your Request**  
e-mail- rent@potterhousegroup.com

In person- 189 Weber Lane, Florence, KY 41042  
Online- Online Maintenance request form  
www.**859Rent**.com



859-384-2006 office

Be prepared to answer additional questions regarding this issue from one of our staff or our contractors. It is our desire to make sure that the issue is corrected the first time and completed in a timely manner.

Website: www.859Rent.com

## Written Maintenance and Repair Request

*Please Print All Information Legibly & Please Complete All Blanks*

Today's Date: \_\_\_\_\_

Lessee Name: \_\_\_\_\_

Property Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Numbers (**Required**): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Best time and location to contact you: \_\_\_\_\_

**Does Management have permission to release the key to your property to the vendor(s) to perform the required maintenance on the property?** Yes \_\_\_\_\_ No \_\_\_\_\_

*If No, someone will need to be available to meet with the vendor at the property at the vendor's convenience.*

*If you make an appointment with any contractor and you or a person 18 years old or older is not present when the contractor arrives, then the contractor will not enter the property and you will be charged a minimum \$75.00 fee for the trip charge.*

**Do you have pets?** \_\_\_\_\_, **If so what type?** \_\_\_\_\_

**Type of problem:** \_\_\_\_\_

**Location of Problem:** \_\_\_\_\_

### Appliance

Stove / Oven   
Refrigerator   
Microwave   
Dishwasher   
Disposal

### Make & Model \_\_\_\_\_

Gas or Electric (circle one)

### Electrical

Switch  Other \_\_\_\_\_  
Outlet   
Fan   
Light Fixture

### Plumbing

Toilet  Sewer / Septic \_\_\_\_\_  
Sink   
Tub / Shower   
Hot water heater

### Heating or Air Conditioning

Air Conditioner   
Furnace  ..... Gas  / Electric   
Thermostat

**Please Describe Nature of Problem in Detail**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If this repair is not completed within 10 business days from the date that you delivered this request to us, please contact the office immediately.** We cannot be responsible for the scheduling of the independent contractors we hire. *Your assistance in getting them into your property promptly will benefit us all.*

**Lessee:** \_\_\_\_\_ **Date:** \_\_\_\_\_