

Maintenance Request Form

All maintenance requests must be submitted in order for us to dispatch our trades

Please submit this maintenance request form by one of the following ways:

- 1) www.aadp.managebuilding.com Click on "Maintenance Request"
- 2) Direct Website Link: <https://aadp.managebuilding.com/Resident/public/custom/20>
- 3) Click on the "Contacts" tab when logged into your resident site. Select the maintenance request link.

*Refer to Page 4, Paragraph 9, of your lease agreement for landlord/tenant responsibilities. The repair deductible must be paid within 30 days of repair.

Property Address: _____ Request Date: _____

Tenant: _____ Phone: _____ Email: _____

Nature of Problem: _____

Tenant has pets? **YES** or **NO** Okay for Landlord to enter without notice? **YES** or **NO**

Requested Date(s): _____ Requested Time(s): _____

EMERGENCY:

Under the following conditions please contact us immediately, as well as submit your maintenance request

- 1) If you smell a gas leak vacate your property immediately and contact the local gas company.
- 2) If there is a fire, call 911 to get the local fire department dispatched.
- 3) Uncontrollable water pipe breaks, or backed up sewage into your unit

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