

ADDENDUM TO LEASE Maintenance Requests

In order to better serve our tenants, we are instituting a Maintenance Request form for non-emergency type requests. **Before completing a maintenance request, please read through the following section. Tenants may be charged for a service call if the service person determines that the tenant failed to perform routine maintenance tasks, including but not limited to:**

- ❖ Replacing smoke alarm and carbon monoxide detector batteries.
- ❖ Replacing light bulbs with the correct size and type.
- ❖ Replacing furnace filters and/or air conditioner filters, if applicable, every 3 months; and every month if there is smoking within the property.
- ❖ Keeping all sewer and drain lines clear.
- ❖ Steam cleaning/spot cleaning carpets while residing within the property.
- ❖ Normal insect control, including to but not limited to spider, flies, or maggots.
- ❖ Normal rodent control, including but not limited to mice.
- ❖ Landscape cleanup if applicable.
- ❖ Removal of hoses from outside faucets during the winter or when outside temperature falls below freezing.
- ❖ Disposal of all garbage in the proper receptacles and using the weekly pick-up service.
- ❖ Disposal of toxic waste properly and in accordance with local and county laws.
- ❖ Checking breaker box
- ❖ Checking setting of air-conditioning/heating unit.
- ❖ All other items identified as the tenant's responsibility, as outlined in the lease.

EMERGENCY issues are those which affect the immediate habitability of the residence, such as burst pipes, uncontrolled running water, lack of heat, sewer line blockage, or electrical "sparking." These types of issues should be reported to our office immediately, at (724) 222-8525.

Please mail completed Maintenance Request form to our office at 87 East Maiden Street, Washington, PA 15301. You may also fax the form to us at (724) 222-8545.

Maintenance Work Request

Date of Request: _____ Requesting Party: _____

Address: _____

How can we reach you? _____

Description of work/repair:

For Office Use Only:

Date Received: _____

Authorized By: _____

Comments:

Date Completed: _____

If you do NOT receive a response within one week, please contact our office at (724) 222-8545.