

**Sacramento Street Development, LLC/Renaissance Restorations**

147 Chestnut Street Unit #11, Asheville, NC 28801

**Important:** Download this application, fill in your info, save, and email it to [ashevillereals@gmail.com](mailto:ashevillereals@gmail.com)

**Repair Request Form**

If you have a repair request please complete this form and either email or deliver to the office. ONLY written requests will be responded to. You must include a current phone number and email address.

Repair requests are reviewed as soon as they are received by the office in writing on our repair request form. It is our policy to make an on-site visit to confirm the repair. We will schedule a repair/service person only after the office has made an on-site inspection. The office will notify you by email or telephone as to when the repair/service person will come out. If the repair/service person is unable to enter due to a pet not being contained or inability to access the unit for any other reason, you will be charged a \$50 service call fee. If the repair is for an appliance, please refer to your lease and lease addendum prior to requesting a repair, as the tenant may be responsible to the repair/maintenance of their appliances. After the repair has been completed, we will send you a follow up form. It is very helpful if you can take a picture with your phone and email to the office.

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Email: \_\_\_\_\_

Describe problem or repair requested:

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

**Tenants do not write below this line**

Office Notes

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

**Called/Emailed**

Tenant \_\_\_\_\_

Date Repair was made \_\_\_\_\_ Cost of repair(s) \_\_\_\_\_

Repair made by \_\_\_\_\_