



WORK ORDER REQUEST

All Star Realty
2107 Warm Springs Road, Columbus, Georgia 31904
Office (706) 323-2778 Fax (706) 660-1832
Email Address: dstanton@allstarrealty.us

Note: Submittal of this request is not a guarantee that the work will be completed. Management reserves the right to refuse service to complete this request if All Star Realty Property Management feels this request is unnecessary or frivolous. Any charges for repairs needed as a result of tenant abuse or negligence WILL be Charged to the tenant, as stated on Page 2, under REPAIRS of your Lease Agreement.

Property Address: _____

_____ Columbus/Muscogee County _____ Phenix City/Russell County _____ Lee County

Tenant Name(s): _____

Home Phone Number: _____	Evening Phone Number _____
Cell Phone Number: _____	
Work Number: _____	

TYPE OF REQUEST: (Mark Any and/or All that Apply to your Maintenance Request)

_____ APPLIANCE REPAIR _____ PLUMBING REPAIR _____ ELECTRICAL REPAIR

_____ HEATING _____ REPAIR ROOF REPAIR _____ OTHER

COOLING REPAIR (Before Submitting this request: Have you changed your Air Conditioner Filter in the past 30 days? __ Yes __ No Have you cleaned your inside unit with the past 12 month? __ Yes __ No)

Please describe in detail the reason for this request: _____

Please give our Repair Vendors at least 48 hours from today's date to respond to this request and to schedule a time to come to your home. If after 48 hours, you have not been contacted or received a response to your work order, please contact our office at (706) 323-2778 during normal business hours.

Note: Someone over the age of 18 must be present at the time of service. Out Repair Vendors WILL NOT enter your home without an adult present. In addition, if our Repair Vendors schedule an appointment with the Tenant(s) and the Tenant(s) are not home, The Tenant will charged with the Service Call Fee & the work order will have to be resubmitted.

Tenant(s) Signature _____

Date _____

OFFICE USE ONLY

VENDOR NAME: _____ DATE CALLED: _____

Charge to _____ Owner _____ Tenant

Was Work Completed _____ Yes _____ No

Total Cost of the Repairs: \$ _____