



# LANDMARK CONDOMINIUMS

215 Piedmont Avenue N.E., Atlanta, GA 30308 • 404-659-7035 (office) •

landmarkcondomanagement@gmail.com

## CONTACT INFORMATION

DATE: \_\_\_\_\_

UNIT: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

OWNER PHONE: \_\_\_\_\_

TENANT PHONE: \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

TENANT EMAIL: \_\_\_\_\_

## MAINTENANCE/SUPPLIES REQUEST

\_\_\_ ENTRANCE KEY FOB: \$35 EACH

SERIAL NUMBER # \_\_\_\_\_

\_\_\_ MAILBOX RE-KEY: \$40 EACH

\_\_\_ AIR FILTER – 3 MONTHS LIFE (\$10 EACH)

\_\_\_ COIL CLEANER: \$10 EACH

\_\_\_ WRENCH TO OPEN A/C UNIT: \$3 EACH

\_\_\_ LOCKOUT OF UNIT FEE: \$50

\_\_\_ A/C MOTOR REPLACE \$350 PER A/C UNIT      LOCATION OF UNIT: \_\_\_\_\_

\_\_\_ REPLACEMENT OF A/C PAN \$125 PER PAN      LOCATION OF UNIT: \_\_\_\_\_

\_\_\_ OTHER (LABOR COST: \$60 PER HOUR + COST OF PARTS)

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE\*\***

**\*\*PERMISSION IS HEREBY GRANTED TO ENTER THE UNIT IN THE OCCUPANT'S ABSENCE OTHERWISE NOTED. OWNER/OCCUPANT HEREBY AGREES TO PAY IN FULL FOR SERVICES PERFORMED UPON COMPLETION. ALL PAYMENTS ARE MADE TO: LANDMARK CONDOMINIUMS, IN CHECK, MONEY ORDER, OR PAYMENT PORTAL. THERE WILL BE NO CHARGE FOR SERVICES DEALING WITH MAINTENANCE ITEMS FOR WHICH THE ASSOCIATION IS RESPONSIBLE.**

WORK REQUESTED IS TENTATIVELY SCHEDULED ON:

DATE: \_\_\_\_\_

(MONDAY – FRIDAY)

TIME: \_\_\_\_\_

(8AM-5PM)

### IMPORTANT INFORMATION

**IF YOU ARE A RENTER, PLEASE DISCUSS THE ISSUE WITH YOUR LANDLORD!**

**THE LANDLORD IS REQUIRED TO PROVIDE THE ASSOCIATION WITH WRITTEN AUTHORIZATION TO PROCEED TO WORK ORDER**