

# Gwinnett Community Bank

## Tenant repair request form

Tenant(s) Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Service Requested: (Describe trouble and special instructions)

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

I certify that I did not create the need for the repair mentioned above.

Check one of the following

- I authorize Gwinnett Community Bank and any maintenance personal to enter the property to perform the work identified above.
- I request that I be present during any entry to the property. Please call me to schedule the work. I understand that this request may delay the completion of the repair.

Receipt of this notice does not obligate Gwinnett Community Bank to perform the repair. I understand that the repair will be evaluated to establish the cause for the need of repair and that if the cause is tenant neglect the repair cost will be the tenant responsibility. I also recognize that certain repairs may require multiple entries to the property and I agree to cooperate with scheduling these entries.

\_\_\_\_\_  
Tenant (Print)

\_\_\_\_\_  
Tenant (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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### For Gwinnett Community Bank/Maintenance use only

Date Request Received \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Work Performed

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

Date completed \_\_\_\_\_

Comments

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

I certify that all work is complete.

Completed By \_\_\_\_\_  
(Name)

Tenant \_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)