

OFFICAL REQUEST FOR REPAIRS FORM

DATE OF SUBMISSION _____, 20____

TIME OF SUBMISSION _____ AM _____ PM _____

Dear **POTTS PROPERTIES, LLC**:

I rent an apartment from you at _____ . This letter is to notify you that there are a number of non emergency problems in the building that need to be repaired. The problems are:

1. _____
2. _____
3. _____
4. _____

ADDITIONAL DESCRIPTIONS IF NEEDED:

I give you permission to enter leased property if I am not there in order to provide repairs.

Thank you for your cooperation.

Sincerely,

TENANT

This form may be:

1. FAXED TO: 329-6330
2. Scanned and emailed to: PottsProperties@att.net
3. Delivered to Leasing Office drop box at 2823 College Ave, #1
4. Or Mailed to:

ATTN: Potts Properties, LLC
2823 College Ave, # 1
Conway, AR 72034