



PEACHTREE TOWERS CONDOMINIUMS

300 Peachtree Street, N.E., Atlanta, GA 30308 • 404-524-6190 (office) • 404-525-2232 (fax)

CONTACT INFORMATION

DATE: _____ UNIT: _____
OWNER NAME: _____ TENANT NAME: _____
OWNER PHONE: _____ TENANT PHONE: _____
OWNER EMAIL: _____ TENANT EMAIL: _____

MAINTENANCE/SUPPLIES REQUEST

Peachtree Towers will not perform owner maintenance items on units with a past due balance.

____ ENTRANCE KEY FOB (\$25 EACH) FOB SERIAL NUMBER # _____
____ BICYCLE ROOM KEY (\$25 EACH)
____ MAILBOX RE-KEY (\$40 EACH)
____ AIR FILTER - 3MON LIFE (\$10 EACH)
____ ANTI-ALGAE TABLETS (\$10 EACH)
____ COIL CLEANER (\$10 EACH)
____ WRENCH TO OPEN A/C UNIT (\$3 EACH)
____ REPLACEMENT UNIT KEYS (\$3 EACH)
____ SERVICE A/C UNIT (\$35 PER A/C UNIT) LOCATION OF UNIT: _____
(Includes air filter, coil cleaner and anti-algae tablets)
____ REPLACEMENT OF A/C PAN (\$150 PER PAN) LOCATION OF UNIT: _____
____ OTHER (LABOR COST: \$60 (minimum) PER HOUR + COST OF PARTS) **\$45 DEPOSIT REQUIRED
____ LOCK-BOX RENTAL (\$50/YR)

TOTAL: \$ _____

TENANT SIGNATURE _____

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

WORK REQUESTED IS TENTATIVELY SCHEDULED ON:

DATE: _____ TIME: _____
(Monday - Friday) (8am - 5pm)

COMMENTS TO/FROM THE OWNER/OCCUPANT, TO/FROM BUILDING

Work completed by: _____

KURT KENNEY – BUILDING ENGINEER

DIRECT: (770) 880-3689 FAX: (404) 525-2232 EMAIL: PTBuilding24@gmail.com