

B Sellers Boulevard Estates

Bsellersboulevardestatesllc@gmail.com

150 Wannamaker St
Orangeburg, SC 29115
United States

MAINTENANCE REQUEST FORM

Print out to submit in Person or Email request to the email above. Please be advised that all maintenance request are to be completed within 1-2 weeks.

I am requesting the following maintenance work to be done in our unit.

Date: _____

Name _____

Address _____ Unit # _____

Can Be Reached Phone Number: _____

Can we issue a key to our maintenance person to perform repairs? Yes No

Work Requested:

Signature: _____

Maintenance calls are scheduled Monday--Friday between 9:00 am to 4:00 pm. The maintenance person will be calling you at the above number to set an appointment. It is your responsibility to make arrangements with the maintenance person for them to gain entry to your unit. **You could receive a \$25 charge for any missed appointment and/or assessed a \$25 trip charge** if multiple service requests for similar service that could have been performed at the first visit are received within a 30-day period. **If your problem is an emergency and our office is closed. Please call our emergency number:** **1(803)707-5756**

Thank you for your cooperation.