

# Repair and Maintenance Agreement



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Date

**The Tenant(s) are obligated to take reasonable care of the Leased Premises located at:**

Address

City

State

Zip Code

**Neither the Landlord nor the Owner are responsible for repairs necessitated by Tenant(s) or their guests' abuse or neglect of the property. Please be advised that:**

1. All maintenance service requests must be submitted to the management in writing. Emergency calls are monitored after hours.
2. The following items are considered an emergency:
  - a. Stoppage caused by sewer blockage.
  - b. Refrigerator or freezer not cooling.
  - c. Heater not working in freezing weather.
  - d. Any fire or potential electrical fire.
  - e. Water flooding the unit.
  - f. No hot or warm water (must be cold water).
3. All damages which could conceivably lead to further secondary damages **MUST BE REPORTED IMMEDIATELY!** If the Tenants fail to do so, they will be responsible for the costs of repairing the secondary damage.
4. For any necessary repairs due to a break in, a police report will be required. If the premises can not be secured, Tenant needs to call our emergency number.
5. If the refrigerator appears to be leaking, the drain pan underneath must be checked and emptied if full. Not closing the refrigerator door properly can cause the drain pan to overflow. If Tenant calls the management to drain the pan, Tenant will be charged for the service call.
6. Sanitary items and paper towels are not to be flushed down the toilet! If the management is called to unclog a toilet and there is nothing wrong with the toilet itself, Tenant will be charged for the service call. Almost all clogged toilets are the result of improper use and not toilet malfunction. If the toilet over-flows, Tenant must immediately turn the water off. Tenant must immediately turn the water off. Tenant needs to know where the water cut-off valves, as well as the outside water meter are.
7. In case an electrical outlet or appliance does not work, Tenant is advised to check the BREAKER BOX or the appliance RE-SET BUTTON first before presenting the management with a maintenance request. If the workman finds that the breaker or the reset button was the problem, Tenant will be charged for the service call.
8. Tenant is responsible for changing/cleaning the AIR-CONDITIONING FILTER on a **MONTHLY** basis.
9. During the winter Tenant is responsible for taking reasonable care to insure the water pipes do not freeze. In below freezing temperatures faucets needs to be left dripping.
10. Garbage disposals are not designed to handle bones or large chunks of food. IF the disposal malfunctions because of such items, Tenant will be charged for the repairs.
11. Any washer/dryer on the Leased Premises are not warranted by the Owner. IF the equipment should malfunction, the Tenant needs to pay for any and all repairs if desired. The Owner may, at his sole discretion, choose to do so.
12. If management responds to a maintenance request and finds not problem, Tenant will be charged for the service call.
13. Tenant is responsible for testing smoke detectors monthly and replace batteries as needed.

**THE HEREIN ADDENDUM IS MADE AN INTEGRAL PART OF THE LEASE AGREEMENT BETWEEN THE UNDERSIGNED TENANT(S) AND LANDLORD.**

Tenant's Name

Signature

Date

Tenant's Name

Signature

Date

Landlord/Agent's Emergency Number

Signature

Date