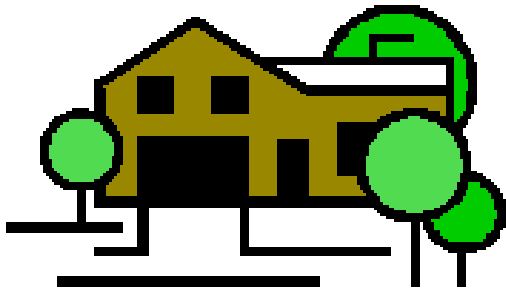


# MELO PROPERTIES, LLC



Property Manager: Jim Ryan  
P.O. Box 926  
TAUNTON, MA 02780  
(Phone) 774-573-1114  
(E-mail) [maintenance@meloproperties.com](mailto:maintenance@meloproperties.com)  
(Website) [www.meloproperties.com](http://www.meloproperties.com)

## *Maintenance Request*

### **How to Call Emergency Maintenance**

Any EMERGENCY calls can be made to 774-573-1114.

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### **What Is An Emergency?**

- No heat
  - Refrigerator or freezer not working
  - Smoke alarm not working
  - Water leaking (I.E. Toilet, Sinks, showers...)
  - Backed up toilet
  - Structural Damage
  - **Fire call 9-1-1 immediately, and then call emergency maintenance**
- 

### **Procedures for Lock Out / Changes**

We DO NOT provide a lock out service. If you lose your keys or lock yourself out of the apartment you will have to call a locksmith. In the event keys become lost or stolen or you want to change your locks for any reason, we charge \$25.00 to change out locks.

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# Maintenance Request Mail Form

For office use only <hr/> Date received: Date responded: Request Qualification: Date scheduled: Date rectified:
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<b>Property Address:</b>	
<b>List of pets:</b>	
<b>Maintenance permitted to enter:</b>	<p><b><u>Please check one below!</u></b></p> <p>Ok to enter when no one home? <input type="checkbox"/> initials: _____</p> <p>Please call and schedule an appointment? <input type="checkbox"/></p>
<b>Your Suite Number:</b>	
<b>Describe Problem:</b>	
<b>Your Name:</b>	
<b>Sign and Print</b>	
<b>Day Time Phone:</b>	
<b>Email Address:</b>	