

Name: _____

Email: _____

Cell #: _____

Address: _____

Unit #: _____

Emergency Contact Information (Required)

Name: _____

Cell #: _____

Relation: _____

This form is only required for Temporary Replacement Lessees, and must be given to management at least 15 days before the move-in date.

Original Lessees are responsible for all monthly rental payments. Lessor will not accept rental payments from Temporary Tenants.

Temporary Tenants must abide by all rules and regulations set forth in the Lease, including all Riders and Addendums. Original Lessees are completely responsible for all cleaning and key turnovers. Management will NOT get involved but strongly encourages the preparation of a formal agreement between Original Lessees and Temporary Lessees, should any issues arise.

Original Lessees must submit all maintenance requests. Temporary Lessees may only be permitted to submit maintenance requests if they are the only Lessee on the lease or in the event of an emergency.

Maintenance requests must be submitted online at <https://glascottrealty.com/request-maintenance/>

The emergency number is 773-991-6665 (frozen/broken pipes, floods or fires only! An online request must also be submitted)

The office number is 773-281-0701 (extension "0"), for questions only. Do NOT leave a maintenance request via voicemail.