

EMERGENCY SERVICE CALL RECORD (ESCR)

State of Michigan – Department of Technology, Management & Budget – Real Estate Division
 3111 W. St. Joseph Street, Lansing, Michigan 48917
 PO BOX 30026 - Lansing, Michigan 48909
 Main #: 517-335-6877 - Fax #: 517-284-7973 - E-mail: dtmb-realestate@michigan.gov

****NOTE****

- ⊕ The Emergency Service Call Record (ESCR) must be received before rent can be authorized. The ESCR will be utilized by the Lessee in the event of an emergency situation at the Leased Premises. The Lessor is responsible to ensure the ESCR is up to date and provided to the DTMB Real Estate Division.
- ⊕ **In the event accurate contact information is not provided by the Lessor, ALL costs accrued by the Lessee in resolving an emergency situation WILL BE DEDUCTED FROM RENT.**
- ⊕ Please print legibly.
- ⊕ Please submit the completed form via US mail, by fax or e-mail to the above address.

Name of Department (Lessee):		Lease #:	
Leased Property Address:		County:	
Building Website (if applicable):			
Name & Address of Lessor:	Telephone #:	Fax #:	
	Cell #:	e-mail address:	
Name & Address of Agent/Representative:	Telephone #:	Fax #:	
	Cell #:	e-mail address:	

MECHANICAL, GENERAL BUILDING & GROUNDS MAINTENANCE

If the Lessor/Agent is unavailable in an emergency, the following persons should be contacted.

	NAME	TELEPHONE #
Air Conditioning:		
Electrical:		
Glass:		
Heating:		
Janitorial:		
Landscaping:		
Parking Lot:		
Pest Control:		
Plumbing:		
Roof:		
Sidewalk:		
Snow Plowing/ Removal:		

Lessor/Agent Signature

Date Signed