



REPAIR REQUEST

Property Address: _____

Requested By: _____

Phone 1: _____ Ext. _____ Hours: _____

Phone 2: _____ Ext. _____ Hours: _____

Please provide a number where we can reach you between 9-5, Monday – Friday.

Work Requested (Please be specific, List only 1 repair per number):

1. _____

2. _____

3. _____

4. _____

Please Fax this repair request to: 956-631-8447. You will receive a call from us within 72 hours (M-F) to schedule this repair. **If you do not hear from us within that time please call our office at 956-827-3707.** Your repair will be performed during normal business hours. Please be advised that the Landlord will not authorize the paying of overtime or after hours charges, except in the case of an emergency.

For After Hours Emergencies (such as plumbing, electrical, fire, etc.) please call 956-827-3707.

I understand the above and acknowledge that if the repair is found to be of Tenant responsibility or cause that I will be invoiced for part or all of the incurred charges.

TENANT SIGNATURE:

DATE: