



Work Order Request Form

Please complete the form below and describe your maintenance problem (in detail)

Date:

Time:

Names:

Property Address:

Apartment :

City:

Home Phone Number

Work Phone Number

Cell Phone Number

E-Mail Address

Authorized To Use Key

Pet On Premises

Please CLEARLY describe the problem here _____

FOR EMERGENCY REPAIRS, Call (254) 320-9388
(Busted water pipes, unsecured property, or any repair needed to reduce damage to property)

Please Note: Repair Requests and Completion of Repairs: Subchapter B of Chapter 92 of the Texas Property Code governs the rights and obligations of the parties during the repairs. All requests for repairs must be in writing and delivered to Landlord. Tenant may not repair or cause to be repaired any condition, regardless of the cause, without Landlord's permission. All decisions regarding repairs, including the completion of any repair, whether to repair or replace the item, and the selection of repairmen, will be at the Landlord's sole discretion. Landlord is not obligated to complete a repair on a day other than a business day unless required to do so by the Property Code. If the Tenant causes condition requiring repair, then the TENANT will be billed for the repair and Landlord must receive prompt payment.

By submitting this form, I certify that I fully understand the paragraph above and understand that if the condition causing the repair is caused by me, I will be responsible for the service call.