

Maintenance Request

For repairs, other than emergencies: You **MUST** fill out this form and fax to the landlord at **(936) 637-1172** prior to ANY repairs. Repairs will be made on a priority and/or first notice basis - based on receipt of this form. **No unscheduled repairs will be made without this written request.**

Complex Name _____

Unit number: _____

Date:

Tenant: _____

Requested by: _____

Contact#: Home: _____ cell: _____ work: _____

Repair Needed:

------(Below to be filled out by Maintenance personnel)-----

Date Repaired: _____ Hours: _____

Repairs made:

Repairs Cost: _____ purchased where: _____ receipt: _____

performed by: _____