

APPENDIX B WORK ORDER REQUEST FORM



Property Address: _____

Tenant's Name: _____

Tenant's Phone: _____

Tenant's Email: _____

Detailed Problem Description: _____

ATTENTION: The normal time to process a routine work request is 3-5 business days. If you have not been contacted by a technician within 5 business days, please contact us immediately, so that we can get your maintenance issue resolved promptly.

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 a condition requiring repair, then the TENANT will be billed for the repair and Landlord must receive prompt payment.

"I certify that I fully understand the above notices. I also understand that if the condition causing the repair/service call is found to be caused by my actions or my negligence, I will be responsible for paying the invoice."

Signature

Date

Received By

Date