

NON-EMERGENCY MAINTENANCE REQUEST FORM

*This form is only for non-emergency maintenance requests. Your request will not be reviewed outside of normal business hours. For repairs that require immediate attention, please contact our office 936-632-4995.

Date of Request	
Property Address	
Name of Person Submitting Request	
Contact Number	
Do we need to bring a key, or will someone be home?	
Are there pets at the residence? (Yes/No)	
Requested Repair	

Do **NOT** use this form if the requested repair requires immediate assistance, including but not limited to the repairs listed below. Generally, emergency repairs are things that endanger the safety of the tenant, and/or if not corrected immediately, would lead to significant damage to the premises, such as:

1. All bathrooms in the home are unusable
2. You have a major water leak
3. Sewage is backing up throughout the whole house
4. There is a major electrical problem, or you smell smoke
5. **Your stove/water heater** has stopped working and it is the **weekend**
6. Your AC is not working, and it is above 80 degrees outside
7. Your heat is not working, and it is below 60 degrees outside .
8. You smell gas and have **already contacted** the gas company