

# The Cromwell Co.

PROPERTY MANAGEMENT  
1725 COLUMBUS AVE.  
254-752-9667 TELE

REAL ESTATE SERVICES  
WACO, TX 76701  
254-752-9669 FAX

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[EDDIE@CROMWELLCO.COM](mailto:EDDIE@CROMWELLCO.COM)

## Maintenance Request Form

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Phone number where you can be reached during the day: \_\_\_\_\_

Nature of Problem: \_\_\_\_\_

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Has this work been previously requested? \_\_\_\_ If so, when? \_\_\_\_\_

Does someone need to be present during service? Yes \_\_\_\_ No \_\_\_\_

Do you have a security system? Yes \_\_\_\_ No \_\_\_\_ Code if no one is to be home \_\_\_\_\_

Are there any pets in the dwelling? Yes \_\_\_\_ No \_\_\_\_ Backyard? Yes \_\_\_\_ No \_\_\_\_

Please make arrangements to contain the pet during service.

I realize that if the work requested is determined to be the responsibility of the occupant, I will be billed for the service charges applicable to parts and labor according to the terms of my lease. I Agree \_\_\_\_\_ I disagree \_\_\_\_\_

If service tech arrives at your home and the only person present is a minor child, the service tech will not enter the dwelling and service will have to be re-scheduled.

Please secure valuables and delicate items if they are located in an area that will need service upon arrival.

Residential leases provide for three business days for maintenance to be addressed if maintenance procedures have not been started within the close of three business days from today please email [info@cromwellco.com](mailto:info@cromwellco.com) and inform us.