

The Cromwell Co.

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

REAL ESTATE SERVICES
WACO, TX 76701
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Maintenance Request Form

Date: _____ Property Address: _____

Phone number where you can be reached during the day: _____

Nature of Problem: _____

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 and inform us.