



WORK ORDER REQUEST

We will contact an approved vendor to do necessary repairs. We will have them contact you to set an appointment for any required repairs.

Repair Requests: All requests for repairs must be made in writing and delivered to Landlord (via hand delivery, postal delivery, fax, or email).

Repair Responsibilities: Tenant will pay Landlord or any contractor Landlord directs Tenant to pay, the costs to repair:
a. any condition caused by Tenant;
b. damages from sewage backups caused by foreign or improper objects;
c. damages to doors, windows, or screens and;
d. damages caused by doors or windows being left open.

Trip Charges: If Landlord or anyone authorized by Landlord has made prior arrangements with Tenant to access the Property and later denied or not able to access the Property because of Tenant's failure to make the Property accessible, Landlord may charge a trip charge according to lease.

Maintenance Request

Maintenance Request

Property Address: _____
Resident Contact: _____

Request Date: _____ Home Phone: _____
Work Phone: _____ Cell Phone: _____

Best number to contact you: W__H__C__ Best time to contact you: _____

Requested Repairs (please be very specific):

Please forward your request to:
Citywide Real Estate and Property Management, LLC
2305 Ridge Rd., Suite 101
Rockwall, TX 75087
972-772-4999
Fax 972-772-4996
maint@citywiderem.com