

Texas One Star Realty

201 Hunters Crossing Suite 10-119 Bastrop Texas 78602

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**ONLY THOSE RESIDENTS WHO HAVE THEIR RENT CURRENT WILL HAVE SERVICE REQUEST HONORED,
UNLESS IT IS A HEALTH OR SAFETY ISSUE... PLEASE REFER TO YOUR LEASE.**

DATE

ADDRESS

ZIP

NAME OF RESIDENT

NAME OF RESIDENT

WORK PHONE

CELL PHONE

HOME PHONE

ADDITIONAL PHONE

TO BETTER SERVE YOU: PLEASE DESCRIBE THE PROBLEM IN DETAIL.

Resident may be assessed a trip charge if multiple service request for similar services that could have been performed at the first visit are received within a 30 day period.

In most cases:

An independent contractor will call you within 24 to 48 hours at the above phone numbers to arrange service.

As provided for in the lease"...Tenant agrees to promptly reimburse the landlord for any service call from the tenant's misuse of the appliance, negligence, or with unfamiliarity of controls".

Service call are scheduled Monday-Friday between 9:00 am to 5:00 pm and it's your responsibility to make arrangements with the repairmen to have them gain entry to your home. Please remember that you will be billed for any missed appointments. Please refer to your lease for trip charges.

Resident's Signature

(only signed requests will be honored)

Do not write below this line: for property manager use only

Received on: _____

By: _____