

Terra Realty & Management Group, Inc.

12061 Starcrest Avenue, San Antonio, TX 78247

(210) 349-9966, Fax (210) 349-3464

www.terrarealtysa.com

REPAIR REQUEST

Property Address: _____

Requested By: _____ Date: _____

Phone 1: () _____ ext. _____ Hours: _____

Phone 2: () _____ ext. _____ Hours: _____

Please provide number(s) where we can reach you between 9AM and 5PM, Monday through Friday.
If a number is only available part of that time, please indicate the hours you will be at that number.

Do you have a pet? Yes No

Do you have an alarm? Yes No

Work Requested:

(Please describe the problem(s) in detail):

For your convenience, our FAX number is **(210) 349-3464**. You may also email your maintenance request to **info@terrarealtysa.com** (make sure all of the above information is included). If you have not been contacted to set up an appointment within a reasonable amount of time (2 business days on non-emergency matters), please contact us, so that we can make sure that your request is handled. Most repair companies perform their services during normal business hours; however pre-discussed appointments may be made for after-hours and weekend service as agreed to by the repair company and you. Be advised that the Landlord will not authorize the paying of overtime or after-hours charges, except in the case of a major emergency. **After-hours major emergencies (such as major plumbing, electrical, fire, etc.) may be reported by calling our normal office number (210) 349-9966 and following the instructions.**

I understand the above and acknowledge that if a deductible applies per my Lease, or if the repair is found to be of Tenant responsibility or cause, I will be invoiced for part or all of the incurred charges.

Tenant Signature

Date