



## MAINTENANCE REQUEST

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

Requested By: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Ext. \_\_\_\_\_ Hours: \_\_\_\_\_

Phone 2: \_\_\_\_\_ Ext. \_\_\_\_\_ Hours: \_\_\_\_\_

*The number provided must be a number where we can reach you during normal business hours. If this number is only available part of that time, please indicate the hours you will be at that number.*

For your convenience, you may fax this form to (210) 491-9623, or you may mail it to 19210 Huebner Road, Suite 205, San Antonio, Texas, 78258. You may also complete an online Maintenance Request through RentCafé Resident Portal, or through our website at [www.wakefieldrealtors.com](http://www.wakefieldrealtors.com) under tenant resources.

**To report emergencies (such as major plumbing, electrical, fire) after hours, call our normal office number (210) 490-7039 and follow the voice prompts for the emergency mailbox. We will be paged immediately with your voicemail.**

**Work Requested** *(Please be specific and provide only one repair per numbered item):*

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

**I hereby acknowledge that someone 18 years of age or older will be available to let the vendor who is assigned to perform my repairs into the property and that they will remain in the property while the work is being performed.**

If you have not been contacted to set up an appointment within a reasonable amount of time (5 business days on non-emergency matters), please contact us. We assume that if no word is forthcoming, the request has been handled. Most repair companies perform their services during normal business hours, however, pre-discussed appointments may be made for after hours and during weekends at the convenience of the repair company and yourself. Be advised that the Landlord will not authorize the paying of overtime or after hours charges, except in the case of a major emergency.

**I understand the above and acknowledge that if the repair is found to be of Tenant responsibility or cause that I will be invoiced for part or all of the incurred charges.**

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TENANT SIGNATURE

DATE