

MAINTENANCE OR REPAIR REQUEST BY TENANT

DATE:

NAME OF TENANT:

ADDRESS:

HOME PHONE:

WORK PHONE:

CELL NUMBER:

PLEASE DESCRIBE THE WORK AND/OR PROBLEM BEING REQUESTED
PLEASE USE SEPARATE REQUEST FOR MULTIPLE REQUEST

PLEASE GIVE MAKE & MODEL IF APPLIANCE

ARE ANY ANIMALS PRESENT? _____ IF SO PLEASE REMOVE OR KENNEL
IF LIKELY TO LIMIT OR PROHIBIT CONTRACTOR FROM
ENTERING/PERFORMING SERVICE REQUEST.

A SERVICE TECH WILL CALL YOU TO MAKE APPOINTMENT; THIS WILL
NOT BE DONE THROUGH KENNERLY PROPERTIES. IF APPOINTMENT IS
SCHEDULED AND YOU DO NOT KEEP APPOINTMENT YOU WILL BE
CHARGED A SERVICE CALL FEE, OF \$75.00
PER YOUR LEASE YOU MIGHT BE RESPONSIBLE FOR THE FIRST \$100.00 OF
THIS REPAIR AND IF THE WORK DONE IS A TENANT RESPONSIBILITY YOU
WILL BE BILLED FOR THE ENTIRE COST OF REPAIR, IN EITHER CASE YOU
WILL HAVE 10 DAYS OF RECEIPT OF INVOICE TO PAY _____ INITIAL

FAX OR MAIL OR E-MAIL FILLED OUT FORM TO BELOW

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