



**RSW Investments LLC
Mansion Creek Subdivision**



RESIDENT’S MAINTENANCE/REPAIR REQUEST

Send Via e-mail to info@mansioncreek.com, or fax to 903-566-7803. Requests can also be made by telephone to 903-571-8025 during business hours (8:30 am – 5:30 pm M - F) or left after hours as a phone message.

Note: Do not use this form to report emergencies.

Date: _____

Property Address: _____

Requested by: _____

Phone (home): _____ Hours: _____

Phone (work): _____ Hours: _____

Do you have a pet? Y or N

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

Best time to make repairs: _____

If you have not been contacted to set up an appointment within a reasonable amount of time (2 business days on nonemergency matters), please contact us, as 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 you. Be advised that the Landlord will not authorize the paying of overtime or after hour charges, except in the case of major emergency.

I understand the above and acknowledge that if a deductible applies per my lease, or if the repair is found to be of Tenant or Resident responsibility or cause, that I will be invoiced for part or all of the incurred charges. I authorize entry into my unit to perform the maintenance or repair requested above as appropriate, in my absence, unless stated otherwise above.

Resident: _____