



# Maintenance Request Form

## 1836 Realty & Property Management

Fax request to 512-524-1234 or Email to: Matt@1836Realty.com

In case of water leak: turn off water and street and call 512-507-6300 immediately.  
In case of Gas Leak: cut off gas, GET OUT, and call the local gas company immediately.

### FOR TENANTS USE:

Date:

Property Vacant? YES / NO

Requested by:

Tenant Name:

Phone:

Email:

Property Address:

City, state, zip:

Repair requested:

### FOR 1836 PROPERTY MANGEMENT USE:

Date/Time request received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Received by: \_\_\_\_\_

Provider called:

Provider scheduled to come out on: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Date repair completed: \_\_\_\_\_

Invoice # \_\_\_\_\_ Date provider paid: \_\_\_\_\_ Method: \_\_\_\_\_