



# Work Order

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Contact Number: \_\_\_\_\_

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

**Details, Details, Details—WE want the DETAILS!**

1. What needs to be fixed? \_\_\_\_\_
  2. What room? \_\_\_\_\_
  3. Which bathroom? *Upstairs, downstairs, 1/2 bath, Master Bath?* : \_\_\_\_\_
  4. Heating or Air Conditioning Issue? \_\_\_\_\_
  5. Appliance Related? Which one?: \_\_\_\_\_
  6. Plumbing or Electrical Related? Where?: \_\_\_\_\_
  7. Other Details (*What, Where & Issue*): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Does Tenant give permission to Elite Real Estate of Killeen, LTD and/or appropriate vendor to enter premises without Tenant supervision?**

YES NO

PLEASE NOTE: Repair requests and Completion of Repairs: Subchapter B of Chapter 92 of the Texas Property Code governs the rights and obligations of the parties during the repairs. **All requests for repairs must be in writing and delivered to Landlord.** Tenant may not repair or cause to be repaired any condition, regardless of the cause, without Landlord's permission. All decisions regarding repairs, including the completion of any repair, whether to repair or replace the item and the selection of the repairman will be at Landlord's sole discretion. Landlord is not obligated to complete a repair on a day other than a business day unless required to do so by the Property Code. **If the Tenant causes condition-requiring repair, then the TENANT will be billed for the repair and Landlord must receive prompt payment.**

**Agreement: I fully understand the paragraph above & understand that if the condition causing the repair is caused by me I will be responsible for the service call. Please note if applicable a \$45.00 Maintenance Fee must be pre-paid prior to any Maintenance being done**

\_\_\_\_\_  
Tenant Signature

**For Office Use Only:**

Date Received: \_\_\_\_\_ Employee Initials: \_\_\_\_\_ KeyTag: \_\_\_\_\_

Service to:    Warranty                      Owner                      Tenant

Vendor Called (Company/Name of Person/Ph#): \_\_\_\_\_

Date and Time Vendor Called: \_\_\_\_\_

Communication Log: \_\_\_\_\_

Maintenance Arrival Time: \_\_\_\_\_

Maintenance Departure Time: \_\_\_\_\_

Work Order Complete (Date): \_\_\_\_\_

Tenant Called for Work Evaluation \_\_\_\_\_

**Employee Initials/Employee Working the Order**

\_\_\_\_\_