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San Antonio's
Ultimate Real Estate Team

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Work Order Request Form

Note: Request may be mailed, faxed or e-mailed (see above for addresses and fax number). Requests MUST contain all of the following information. Phone in requests will NOT be processed except for EMERGENCIES (i.e. water line break, no a/c, no heat).

Property and Tenant Information:

Date: _____

Tenant Name: _____

Tenant Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Best time to contact you and where: _____

Work Requested:

(Be specific, instead of reporting, "sink leaking" state where it is leaking, how much it is leaking and how long it's been leaking). Please write down exactly what is wrong. Attach additional sheets if needed.

Work Order Processing:

The work order will be dispatched to the appropriate contractor. He will be given your phone number(s) listed above and will call to schedule an appointment with you directly. All contractors do their own scheduling!!! In return, make sure you receive their number, in case you need to cancel. You will be charged a trip fee if you do not comply with the arrangements. If you have not heard from a contractor within 72 hours please do not hesitate to call the office and let us know. Requests made on late Friday afternoon will be dispatched from our office BUT you may not be contacted by a contractor until the following business day (Monday, unless Federal Holiday Tuesday). **IF YOU SCHEDULE AN APPOINTMENT WITH THE CONTRACTOR AND YOU DO NOT SHOW UP, YOU WILL BE CHARGED A \$75.00 TRIP FEE.**

SIGNATURE

DATE