

RESIDENT SERVICE REQUEST

***ALL SERVICE REQUESTS MUST BE IN WRITING.
ONLY RESIDENTS WITH RENT CURRENT WILL HAVE SERVICE REQUESTS HONORED.***

- 1. Fax this form to : 512-451-9020
- 2. or mail or deliver to : HouseBuyers Inc.
7901 Cameron Road
Bldg. 3, Suite 107
Austin, TX 78754

Use black drop box, left of door. We are in office by appointment only.
Building is open 7am-9pm daily

- 3. Or, Scan in a completed form and email to housebuyers@cashpaid.com
Subject line must say SERVICE REQUEST

Repair emergencies, which are rare, should be reported by calling our business number at **457-1000** & leave a message. Leave your phone number and address! Use common sense in dealing with emergencies. Problems with appliances, air conditioning and heating, one sink or toilet not working if there are 2, **are not emergencies**.

“False alarm” calls will result in a \$100 fine payable immediately.

All residents should know how to turn off main water and electrical supply.

Date: _____ Property Address: _____

Tenant: _____

Work Phone: _____ Home Phone: _____ Cell _____

EMAIL: _____

To better serve you, please describe the problem **in detail** below :

Signature Required _____

Please group your requests so they can be fixed on the same trip. You may be charged a \$50 trip charge if multiple requests for similar service that could have been performed at the same time are received within a 30 day period. As in your lease, you will reimburse the landlord for any service call resulting from your misuse, negligence or a non-qualifying request or not providing access
*****Plumbing stoppages in sinks and toilets caused by you will be paid for by you.*****

We want to keep your residence in good condition and will honor requests when feasible.
Please let us know of any problems ASAP, especially **WATER LEAKS or DRIPS**.
Your lease requires you to report water problems immediately.

FIRE & POLICE EMERGENCIES, CALL 911 FIRST !!