



TANGLEWOOD
PROPERTY GROUP

OVERTIME AIR/HEAT REQUEST

Tenant Name: _____ **Suite or Floor:** _____
(Where air/heat is needed)

Person Making Request: _____ **Phone #** _____
(Print Name)

Tenant Authorization: _____
(Print Name) (Signature)

Today's Date: _____ **Time:** _____

Overtime Air / Heat Needed:

The cost is \$50.00 an hour with a minimum charge of 4 hours.

Day of Week	Date	Time On	Time Off
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Request must be received in management office no later than 3:00 P.M. Monday through Friday. Any request received after 3:00 P.M. will be charged a \$100 service trip charge, no exceptions.

Management office use only: Schedule # _____
Point # _____

Billing Information: Total Hours _____ at \$ _____ per hour = \$ _____

PLEASE RETURN THIS FORM TO:
5444 Westheimer, Suite 1500, Houston, Texas 77056
Phone: (713) 877-1245 Fax: (713) 877-8638