

P.O. Box 293983
Lewisville, TX 75029
Toll Free: (855) 477-7979
Fax: (972) 692-5772
E-Mail: Service@MultiFamilyRoofingTX.com
Web: MultiFamilyRoofingTX.com

New Client Form

COMMERCIAL

Property Information		
Property Name:		
Address:		
City:	Phone:	
State:	Zip:	Fax:
Email Address:		
Website:		
Property Manager:		
Maintenance Supervisor:		
Height of Buildings:	Are P.O.'s required?	How did you hear about us?
Type of Roofs:		
# of Units:	# of Buildings:	

Management Company Information		
Management Company:		
Address:		
City:	Phone:	
State:	Zip:	Fax:
Email Address:		
Website:		
Corporate Supervisor:		
Accounts Payable Manager:		
How should invoices be submitted? (Please check one)		Additional Comments:
Mailed [] Email [] Fax []		
Email Address or Fax Number for Invoice Submission:		

Standard Pricing & Services

MultiFamily Roofing offers "Standard Pricing" for standard roof and/or window repairs that do not require estimates. We also offer ONE and TWO year warranties. Please select one of the options below for standard repairs:

These prices include inspection of leak, repair of leak and warranty

<input type="checkbox"/> ONE YEAR WARRANTY - \$250.00 PER LEAK	***Additional \$30 fee per unit for any buildings over 2 Stories***
<input type="checkbox"/> TWO YEAR WARRANTY - \$325.00 PER LEAK	***Additional \$30 fee per unit for any buildings over 2 Stories***

Services offered:

- *Free Estimates
- *Preventative Maintenance Plans
- *Roof Replacements for ALL TYPES OF ROOFS
- *Roof Repairs for ALL TYPES OF ROOFS
- *Window Leak Repairs
- *Fireplace Leak Repairs
- *Patio Leak Repairs
- *Siding Repairs
- *Siding Replacements
- *Roof Inspections & Consultation [\$125.00 Per Building]
- *In-house Roof and Window Leak Training for Maintenance [\$799.00 Per Day]

Trip Charge: A \$50.00 trip charge will only be charged if our Roof Techs are scheduled for a repair that is not actually a roof leak, but a plumbing leak or if the Roof Tech arrives and the leak does not exist or the repair is cancelled by management or by the resident after the Tech has arrived.

Payment & Service Requirements

Payment is due within 30 days from the date of the invoice. Invoices are late after 45 days (no late fees charged at this time). If an invoice is not paid by 60 days from the date of the invoice, warranties will be voided until payment is made in full. If the invoice is not paid in full by 90 days from the date of the invoice, warranties will be permanently voided and there will be a 10% late fee added to the invoice and collection procedures will begin. If collection procedures are necessary, the property will be responsible for all collection fees.

CONVENIENT WAYS TO REPORT YOUR LEAKS (Choose which way is easiest for you!)

- *Call Your Service Rep @ Toll Free (855) 477-7979
- *Email Your Work Orders to Service@MultiFamilyRoofingTX.com
- *Fax Your Work Orders to (972) 692-5772
- *Submit Your Work Orders on Our Website @ MultiFamilyRoofingTX.com
- ***If you email, fax or submit your work orders on our website, please always make sure one of our Roof Techs or Service Reps contacts you within 24 hours to confirm your work order and scheduled date of service.
- ***Your Roof Tech will always be scheduled within 1 – 5 business days (weather permitting).

***When reporting your leaks, please ALWAYS include the unit numbers that are leaking. We need this information so there is no confusion once our Roof Tech arrives at your property if the person who reported the leaks is not there.

***We will ALWAYS need access to the interior of each unit in order to inspect the exact location of the leak from the inside before repairing the roof. If we do not have access to the interior of the unit, we will be unable to provide a warranty for that specific repair.

***If a resident has animals in the unit, they must be secured in order for our Roof Techs to safely enter the unit and to also insure the pet is not accidentally let out. Multifamily Roofing is not responsible for any pets that are let out from any unit if the pets are unsecured.

***MultiFamily Roofing is not responsible for any interior damage or repairs.

I, _____, understand and agree to this entire New Client Form.

Signature of Property's Representative

Date

Printed Name

Title

Contact Phone Number