Facility Repair Request

Texas District Owned Properties

Requesting Ministry Contact Information

Date:

Facility Name:

Facility Address:

Ministry using Facility:

Address:

Phone number:

E-mail:

Name of person making request:

Project Information and Required Estimates

Please describe project:

Three Estimates are required in order to ensure the best possible stewardship of congregational contributions to the Texas District (please attach).

Estimate #1: Amount: Company:

Estimate #2: Amount: Company:

Estimate #3: Amount: Company:

Please indicate the estimate you would recommend and why:

Project Urgency

How quickly is the repair needed (indicate desired date of completion and any reasons for urgent repairs)?

Project Payment

Ministries using Texas District owned facilities ordinarily fund one-half of the cost of repairs. Please indicate the amount requested from the Texas District:

Request Submission

Please submit a copy of this completed form to:

1. The District Treasurer (Mrs. Linda Hagge):
   lindahagge@txdistlcms.org
   FAX: (512) 926-1006
   Address: 7900 E. Highway 290, Austin, TX 78724-2499

2. The Board of Mission Administration Representative (Rev. Michael Newman):
   mnewman@txdistlcms.org
   FAX: 210-764-1291
   Address: 1203 Rheims Place, San Antonio, TX 78258

3. Your Area MMF