

# Maintenance Request Form

Please note: If your request is urgent or an emergency and this is after business hours, dial our emergency number at (214) 405-9622. Leave a message and your call will be returned ASAP.

Our business hours are 9:00 - 6:00 Monday thru Friday. Our office phone number is:

(214) 948-3192; Fax (214) 948-0300

For fire, natural disasters or gas issues dial 911 before contacting us.

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_

Print your Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell / Alternate Phone \_\_\_\_\_

What is the problem? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you wish to be present for the inspection/repair?  Yes  No

Do you authorize our company or one of our vendors to enter your property for the purpose of inspection / repair?  Yes  No

Please fax the completed form to our office at 214-948-3192.