

Complete Property Services LLC

Resident's Maintenance/Repair Request

Send Via e-mail to forCPS@forCPS.com or fax to 713-942-7103, or mail to Complete Property Services LLC, 5615 Morningside Drive, #119, Houston TX 77005. Requests can also be made by telephone to 713-395-1400 during business hours (8:30 am – 5:30 pm M- F) or left after hours as a phone message for Property Management & Leasing.

Note: Do not use this form to report emergencies, please call our normal office number 713-395-1400 and follow the instructions given.

Date: _____

Property Address: _____

Requested by: _____

Phone (home): _____ Hours: _____

Phone (work): _____ Hours: _____

Do you have a pet? Y or N Do you have an alarm? Y or N

Work Requested: (Please describe the problem(s) in detail):

Best time to make repairs: _____

If you have not been contacted to set up an appointment within a reasonable amount of time (2 business days on non-emergency matters), please contact us, as we assume that if no word is forthcoming, the request has been handled. Most repair companies perform their services during normal business hours, however pre-discussed appointments may be made for after hours and during weekends at the convenience of the repair company and you. Be advised that the Landlord / Association will not authorize the paying of overtime or after hours charges, except I the case of major emergency. After hours major emergencies (such as major plumbing, electrical, fire, etc.) may be reported by calling our normal office number, 713-395-1400 and following the instructions.

I understand the above and acknowledge that if a deductible applies per my lease, or if the repair is found to be of Tenant or Resident responsibility or cause, that I will be invoiced for part or all of the incurred charges. I authorize entry into my unit to perform the maintenance or repair requested above as appropriate, in my absence, unless stated otherwise above.

Resident: _____