

Phillips Rental Properties, L.L.C.

Date:

Maintenance Request Form

(forms available at www.garyphillipsdevelopment.com)

Email Address:
Tenant Name:
Apt. Number/Address:
Contact Phone:

		GPC Use	
Description of Maintenance:	Location in Home	<i>Responsibility</i>	<i>Initial and Date</i>
1			
2			
3			
4			
5			
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7			
8			
9			
10			

This form is designed to assist in the request for maintenance or repairs from tenants of Phillips Rental Properties, LLC. Tenants need to complete the name, address, phone, date, and the description of maintenance area. It can be emailed to marsha@garyphillipsdevelopment.com Once the items are reviewed, and the fix/repair process is agreed upon, the designated subcontractor will complete the work request. The assigned person for Phillips Rental Properties will Initial and date along with the Tenant at the completion of the tasks. This form must be returned to the Business Office for our record.

