



PAT M. BUTLER, BROKER, INC. d/b/a Clear Vision Brokerage
P.O. Box 4510, Bryan, TX 77805 Office: 979-260-3399 Fax: 979-260-3838

MAINTENANCE REQUEST FORM

Date: _____

Address: _____

Contact Person: _____

Phone & Email: _____

PROBLEM DESCRIPTION AND LOCATION:

Please submit a written request to us at 979-260-3838 or send it by mail as per the notice section in your lease. We will assign and dispatch your maintenance request as soon as possible. Please allow 1-2 business days for non-emergency requests.

If you have not heard from a contractor within 3 business days, please contact the Property Manager at 979-260-3399 or email assistant@cvbroker.com.

For **AFTERHOURS EMERGENCY MAINTENANCE ONLY** contact 979-260-3399 and select option #4 to be transferred to the contractor on duty. If the emergency involves **water** - please turn off at source to prevent further damage, per your lease.

*If **electrical** or **gas** related, contact the provider **BEFORE** calling the emergency maintenance contact.

Thank you for following your lease by submitting maintenance requests in writing!

[Office Use Only]

Date Rec'd: _____ Date Processed: _____ Date Completed: _____