

All Repair Requests Must Be Submitted To:



5822 Onion Creek  
Garland, TX 75044  
Phone: 972-672-7453  
Fax: 972-414-6329  
Email: drhulbert@verizon.net

REPAIR REQUEST

All repair requests MUST be submitted using this form

Your lease requires all repair request be submitted in writing. In order to make this easy for you and to provide a tracking of your request, we have provided this form to you. You may send the form by email (drhulbert@verizon.net); fax (972-414-6329); or mail the form to 5822 Onion Creek Drive, Garland, TX 75044.

If you are having a fire or water emergency – Please notify us at 972-672-7453 AFTER you contact your local emergency organization (call 911)!

If you have multiple issues, please try to list all issues in a single request. It is not necessary to generate a separate request for each item.

Form with fields: Name, Property Address, City, State, Zip, Best Phone No., Alternate Phone No., Email, Repair(s) Requested

For Office Use Only:

Date Received: \_\_\_\_\_

Date Work Assigned: \_\_\_\_\_

Date Completed: \_\_\_\_\_

By: \_\_\_\_\_

