



## REPAIR REQUEST

NON-EMERGENCY REPAIR REQUESTS MUST BE MADE IN WRITING. EITHER EMAIL YOUR REQUEST TO [REPAIR@MORANPM.COM](mailto:REPAIR@MORANPM.COM) OR FAX THIS FORM TO 210-657-7506.

PLEASE FILL OUT THE INFORMATION BELOW. WE WILL NEED AT LEAST TWO CONTACT PHONE NUMBERS. WE WILL PROVIDE THE APPROPRIATE VENDOR YOUR CONTACT INFORMATION TO SCHEDULE AN APPOINTMENT WITH YOU AT THE HOME YOU ARE LEASING.

YOUR NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

1ST CONTACT NUMBER: \_\_\_\_\_

2ND CONTACT NUMBER: \_\_\_\_\_

ITEM IN NEED OF REPAIR: \_\_\_\_\_

PLEASE EXPLAIN WHAT THE ISSUE OR SITUATION IS THAT IS CAUSING THIS REQUEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF YOUR REPAIR IS ANY OF THE FOLLOWING, IT IS AN EMERGENCY**

**PLEASE CALL 210-657-7500**

- WATER FLOODING THE HOUSE
- WATER HEATER LEAKING IN THE HOUSE (NO HOT WATER IS NOT AN EMERGENCY)
- EVERY TOILET IN THE HOME IS CLOGGED (IF ONE IS WORKING, IT IS NOT AN EMERGENCY)
- NO AIR CONDITIONING IN 90 DEGREE WEATHER
- NO HEAT IN 30 DEGREE WEATHER
- NO WATER AT ALL

**IN CASE OF FIRE, CALL 911**