

South Plains Holdings, LLC

Tenant Maintenance Request Form

All general maintenance must be reported in writing. In order for a repair to be attended to, please complete this form and email to GunzUpEstates@gmail.com

In the event of an emergency repair, contact Chase Head at (806)281-7535 or Michael Hutton at (806)445-1754.

Once the request has been received, either our office or tradesperson will contact you.

Date: _____

Time: _____

Address: _____

Issue: _____

Priority: High Medium Low

Access Details

Tenant Name(s): _____

Primary Phone #: _____ Secondary Phone #: _____

Access to property: Use Office Key Tenant will be home

Tenant Preferred Day and Time: _____

Tenant Authorizes Entry: Yes No

I hereby authorize South Plains Holdings LLC or a tradesperson to enter the property with the keys in order to carry out the repair or view the repair.

Signed _____ Date _____