

Complete Property Services LLC

Resident's Maintenance/Repair Request

Send Via e-mail to forCPS@forCPS.com, or fax to 713-942-7103, or mail to Complete Property Services LLC, 5615 Morningside Drive, #119, Houston TX 77005. Requests can also be made by telephone to 713-395-1400 during business hours (8:30 am – 5:30 pm M-F) or left after hours as a phone message for Property Management & Leasing.

Note: Do not use this form to report emergencies, please call our normal office number 713-395-1400 and follow the instructions given.

Date: _____

Property Address: _____

Requested by: _____

Phone (home): _____ Hours: _____

Phone (work): _____ Hours: _____

Work Requested: (Please describe the problem(s) in detail):

If you have not been contacted concerning follow up on your request within a reasonable amount of time (2 business days on non-emergency matters), please contact us. We appreciate your business!