



GRC Properties, LLC
4710 North "W" Street
Pensacola, FL 32505
850-435-8904 Phone
850-435-8903 Fax

Maintenance Request

Thank you for submitting the maintenance request in writing! Please complete the following areas, giving us a very detailed description of your maintenance request. We need to make sure we have the correct information to get your repairs taken care of as soon as possible. Please remember that we may have to contact the owner if the repairs are major, but if you haven't heard from us or a repairman within 2 days, please feel free to give us a call. If this is an emergency, please call 911 if necessary and then call our emergency line at (850) 549-8474. Also, allowing us permission to use a key is the fastest way to get your repairs completed. If we have to schedule an appointment for the repairs to be done, please expect a longer wait.

Name:

Address:

Best contact Number:

Problem:

Any Pets?

Can We enter without someone present?

Email Address:

Describe your maintenance problem: