



Brazos Valley Property Management  
903 S. Texas Ave.  
College Station, TX 77840  
Business (979) 764-2500  
Fax (979) 764-0508

## Move-In Maintenance

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Current Address \_\_\_\_\_  
Current Phone # \_\_\_\_\_

List Maintenance Items Below:

1)
2)
3)
4)
5)
6)
7)
8)
9)

Procedures For This Request:

- 1) WE CONTACT OWNER WITH REQUEST.
- 2) WHEN AND IF THE OWNER APPROVED THE REQUEST, WE ASSIGN THE ITEMS APPROVED TO A CONTRACTOR.
- 3) THE CONTRACTOR WILL PUT THE ITEMS ON THEIR SCHEDULES.
- 4) URGENT ITEMS WILL BE ATTENDED TO FIRST. (SEE URGENT LIST BELOW)  
A/C, REFRIGERATOR, SEWER BACK-UP, WATER EXTRACTION & FIRE