



Maintenance Requests

It is imperative that all maintenance requests are submitted through your Tenant Portal (where you pay rent). Please be as detailed as possible when submitting your request. A detailed request submitted via the portal ensures your maintenance request is responded to in a timely manner. When you complete the request and it is something in your room or bathroom, please do not say "my room" as we do not know who is living in each room. The purple notebook you were given at move in has all room number identification.

Be very specific about what the issue is when submitting the request.

If something is broken or not working, write exactly what is broken or not working, how is it not working, what remedies have you tried (if any).

BETTINA PFEIFFENBEGER | Residential Property Manager

817.343.8873 | bettina@24doorspm.com

24doorspm.com | PO Box 471422 | Fort Worth, Texas 76147
24 Doors Property Management | HGC Asset Management, LP