

# MAINTENANCE REQUEST FORM

To ensure that maintenance items are noted by our office and followed through promptly, we request that **if the matter is not an emergency repair (SEE ATTACHED) the notification of the repair be given in writing and forwarded to our office by fax, post, e-mail, or hand delivery. Alternately, you may call the Tenant Hotline at: 1-800-307-3429.**

Email: [Jeremy@PriorityPM.com](mailto:Jeremy@PriorityPM.com)

Fax: 702-476-2350

In the event the item is of an urgent matter please contact our Property Management Staff on:

(702) 521-1404

DATE: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

CONTACT PHONE NO. \_\_\_\_\_ BUS. NO. \_\_\_\_\_

CELLULAR NO. \_\_\_\_\_ OTHER: \_\_\_\_\_

BEST TIMES TO ACCESS HOUSE: \_\_\_\_\_

(Please note that the Agent shall only access the house with the express permission or accompaniment of the Tenant)

## DETAILS OF MAINTENANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDED FIX:** \_\_\_\_\_

### OFFICE USE ONLY:

LANDLORD CONTACTED: [ ] _____ / /	QUOTATION REQUIRED: YES NO
MESSAGE LEFT: [ ] _____ / /	TRADESPERSON CALLED/FAXED: [ ] / /
GO AHEAD: [ ] _____ / /	LETTER TO LANDLORD: [ ] / /
LANDLORD ATTENDING [ ] _____ / /	LANDLORD APPROVED: [ ] / /

### PRIVACY DISCLOSURE

I am aware that the Agent will use and disclose my personal information in order to communicate with the owner and allow organization/tradesman to contact me.

Tenant Signature: \_\_\_\_\_

## **NOTICE**

**TENANTS PLEASE NOTE THAT THE TERM “EMERGENCY” IS NOT USED LIGHTLY. IN GENERAL, FIRE, FLOODING, GAS ISSUES, INJURY TO THE TENANTS AND/OR GUESTS, AND ANY DANGEROUS FAULTS ON THE PROPERTY CONSTITUTES AN EMERGENCY. BELOW ARE SOME EXAMPLES:**

- **Gas leak**
- **Roof leak**
- **Burst pipes**
- **Electrical faults**
- **Serious injury to the tenant and/or guests on the property**
- **Fires**
- **HVAC problems in extreme heat/cold**

**Please note that the list is not limited to these specific events, and that these are just examples. If you are unsure if your situation constitutes an emergency, please call the Agent at 702-521-1404.**

**Thank you.**

**Priority Property Management**