



MAINTENANCE REQUEST PROCEDURES

REGULAR MAINTENANCE ITEMS

To ensure that maintenance items are noted by our office and followed through promptly, we request that that you **login to you tenant portal** and place a work order. The work order can also be tracked in through your tenant portal.

EMERGENCY

In the event of an emergency such as a major flood, roof leak, gas leak, or trouble with a heating or cooling unit during a time of extreme temperatures, please dial **(702) 834-6000 ext. 111**.

ADDITIONAL INFORMATION

Please be aware that in the event your property is under the coverage of a home warranty, Priority Property Management is required to contact the home warranty first for any service request that is covered by the plan. Please also be advised that Priority Property Management does not have direct control on when the vendor will contact you or have the maintenance item address or completed. PRIORITY PROPERTY MANAGEMENT ASSUMES NO LIABILITY FOR ANY LOSS OR DAMAGES THAT MAY BE THE RESULT OF THE HOME WARRANTY'S VENDOR DELAY OR ACTION.

4310 Losee Rd, Suite 4, N. Las Vegas, NV 89030
Office: (702) 834-6000 / Fax: (702) 476-2350
Email: service@prioritypm.com
Website: www.prioritypm.com