



Premier Properties
REQUEST FOR MAINTENANCE

DATE _____ TENANT NAME _____

What time would be most convenient for maintenance to enter: 9am to 12pm _____ or 1pm to 3pm _____

ADDRESS _____

HM # _____ WK # _____ CELL # _____

ARE THERE PETS TO BE AWARE OF? _____ CAN MAINTENANCE ENTER WITH A KEY? _____

- PLEASE NOTE: STATING LIMITED DATES & TIME PERIODS FOR ENTRY MAY DELAY REPAIRS
IF ENTRY WITH A KEY IS NOT PERMITTED, MAINTENANCE WILL CONTACT YOU TO SCHEDULE AN APPOINTMENT BETWEEN THE HOURS OF 8:00 AM TO 5:00 PM.
IF YOU MISS A SCHEDULED APPOINTMENT WITH MAINTENANCE, YOU WILL BE BILLED FOR THE SERVICE FEE CHARGED

MAINTENANCE REQUESTED (please list item/items needing repair, the nature of the repair, etc.):

Please submit non-emergency maintenance requests in writing:

By Mail: 5250 Neil Rd., Suite 100 Reno, NV 89502 By Fax: (775) 828-3365

Or by Email:

Cye Wagner, cwagner@premierpropertiesnv.com
Susan Palmer, spalmer@premierpropertiesnv.com
Paige Rivera, privera@premierpropertiesnv.com



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