



MAINTENANCE EMERGENCY: (702) 834-6000 EXT. 102
NON-BUSINESS HOURS, WEEKENDS, HOLIDAYS

RECOMMENDED HOME AND PROPERTY MAINTENANCE

Welcome and thank you for choosing Priority Property Management. We believe that a well maintained home is the key to delivering tenant satisfaction. In order to ensure that our homes are well maintained we have developed a routine maintenance schedule. Tenants are responsible for performing routine maintenance throughout the duration of their lease agreement. Please contact our maintenance department regarding any irregularities or concerns.

EVERY 30 DAYS

- CHECK FILTERS – Heating/cooling system, refrigerator, and range hood/microwave; change filters per manufacturer recommendations or more frequently when filters appear to be clogged or dirty.
- ASSESS FAUCETS – both interior and exterior faucets and water shut off valves; look for leaks, corrosion, a build-up of mineral matter, and/or signs of blockage in lines.

EVERY 90 DAYS

- TEST SMOKE DETECTORS – change batteries every 6 months
- CLEAN WINDOW AND SLIDING DOOR TRACKS – clean out any dirt, debris, and lubricate as needed
- APPLIANCE MAINTENANCE AND THOROUGH CLEANING – test the appliances for full functionality and clean the interior and exterior of all the appliances including behind and beneath refrigerators, ovens, washers, and dryers.
 - ❖ Clean the interior of the dishwasher using either vinegar or an acid treatment designed for dishwashers.
 - ❖ Remove and unclog dryer vent/lint trap; the interior should be vacuumed.
 - ❖ Check water and gas shut off valves for leaks and make sure that the lines are secure, but not over-tightened.
- HEATING/COOLING VENTS – check and adjust vent opening to allow for proper heating or cooling
- SPRINKLER CLOCK – test the sprinkler clock and set it accordingly per the season and the assigned watering schedule.

EVERY YEAR

- DOOR HARDWARE – check hinges, rollers, knobs/levers, and lubricate or clean as needed
- LUBRICATING GARAGE DOOR ROLLERS – garage door rollers should be lubricated at least once a year using a standard garage door lubricant which can be purchased at any local hardware store.
- CARPET CLEANING – carpets should be professionally cleaned every 6-12 months and prior to vacating the property.

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