

IF YOU NEED ASSISTANCE - KEEP IN AN EASILY ACCESSIBLE PLACE

Please post in a convenient place where you can find it in the event of an emergency.

For routine questions: Monday – Friday 9a.m.– 5p.m. please email Shannon at: info@morganpropertiesboulder.com

For routine maintenance requests: Please log into your ***Tenant Portal*** to submit your request. *If you need an activation link re-sent to you, let us know.

Please be aware that routine correspondence may come from: Morgan Properties or Appfolio (You ***can*** reply to these emails and you will get a response).

If you have an a LARGE LEAK OR HEATING OUTAGE during *regular* business hours and cannot reach us or for *urgent after-hours* maintenance requests (after 5pm Monday-Friday and weekends) call:

Monitor Maintenance (Uncontrollable leaks or flood or heating)

During business hours – (303) 449-9361

Afterhours – (303) 961-3402

****Please minimize further damage to the property by turning off the water main, using buckets for leaks, purchasing space heaters (you will be reimbursed), covering broken glass, etc.****

If you are unable to reach Monitor Maintenance and it is necessary to contact an outside vendor in an emergency (such as a plumber or heating contractor), ask them to bill us, or we will reimburse you.