



Advantage Pointe Properties
6756 Ventana Hills Road, NW
Albuquerque, NM 87114



Maintenance Request
(Please Print)

If this is an emergency, please call Advantage Pointe Properties at (505) 205-1581. If necessary, leave a message. We will respond within the hour. Also, please review the “Emergency Maintenance Request – What to Do” section of the Maintenance Request page on our website at <http://www.advantagepointeproperties.com/>.

Property Address

Name of Property Manager (if known)

Tenant Name

Best Contact Phone Number

Nature of Maintenance Request

Tenant Signature

Date

Time

You may submit this request in person, by fax, or by scanning and e-mailing it to:

Advantage Pointe Properties
6756 Ventana Hills Road, NW
Albuquerque, NM 87114
(505) 205-1581
(888) 875-8717 (fax)
service@box133.com

(if e-mailing, please put “Maintenance Request” in the subject line)

Please, do not mail this request. We consider all maintenance requests to be urgent. Mailing of this request may result in a delay in our response time. Any delay should be avoided as it may result in further damage to the property.

Thank you for submitting your maintenance request in a timely manner. Our goal is to provide you safe, enjoyable living conditions. Prompt submission of maintenance requests – big or small – will help us meet that goal.